



Regular Council Meeting

Tuesday, March 25, 2025

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) Special Meeting, March 6, 2025
 - b) Regular Council, February 25, 2025
- 7. Question Period:**
 - Restricted to items on the committee reports
 - Phone in: (902) 226-9885 (see question period details below)
- 8. Committee Reports:**
 - a) **Committee of the Whole**
 - Funding Contribution request from Cape Breton South Recruiting for Health
 - 2025 Heavy Collection
 - Strait of Canso Clean Fuels Domestic Use Strategy
 - Construction and demolition debris landfill expansion
 - St. Peter's-Grand River-Loch Lomond Pastoral Charge grant request for the Type 4 – Regional/Health/General Funds for \$2,645.00
 - St. Peter's-Grand River-Loch Lomond Pastoral Charge grant request for the Type 1 – Infrastructure Funds for \$5,000.00
 - D'Escousse Civic Improvement Society grant request for the Type 1 – Infrastructure Grant Funds for \$5,000.00



- Richmond Rize Volleyball Association grant request for the Type 4 – Regional/Health/General Funds for \$9,919.83
 - St. Louis Parish Council grant request for the Type 4 – Regional/Health/General Funds for \$2,000.00
 - Request from a resident regarding flags
 - Conversations around housing
 - CT Scanner for the Strait Richmond Hospital
 - Eastern Counties Regional Library’s allocation of funding for the St. Peter’s Hub project to be included in the municipality’s 2025-2026 annual operating budget
 - Eastern District Planning Commission operating estimates for the 2025-2026 fiscal year
 - Multi-Party First Nations and Municipal Agreement
 - Richmond Arena
- b) **By-Law/Policy Committee**
- Council Procedural Policy amendment
- c) **IDEA Committee**
- IDEA Plan Refresh Report
- d) **Planning Advisory Committee**
- Planning new areas to have two-lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning
 - Letter to be sent to the Nova Scotia Federation of Municipalities (NSFM) regarding the Canadian Mortgage and Housing Corporation (CMHC)
 - Conducting an open process to engage with developers to determine ways the municipality can support housing development
 - Request for the sale of municipal property, PID 78178905
 - Request for the sale of municipal property, PID 75029892
 - Lot size restrictions and technology for on-site sewage in unserved areas



9. Motion to Adopt, Re:

- a) 2025-2026 Grants Policy

10. Motion to Approve First Reading, Re:

- a) Amendments to the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County to reduce the variance appeal period from 21 days to 14 days to align with the Municipal Government Act.

11. New Business

- a) ABCC Citizen Appointee Vacancies – Staff Memo
- b) Flood Hazard Mapping Project – Staff Briefing Note
- c) Climate Risk Assessment and Prioritized Adaptation Plan Project – Staff Briefing Note

12. Correspondence

- a) **Action Required:**
 - i. Letter from Rose Merrick, Chair of the River Bourgeois Community Services Society, regarding a request for MOCR to provide funding in the yearly budget for the power/base lights at the River Bourgeois Lighthouse.
- b) **For Information Purposes**
 - i. Letter from Strait Area Chambers of Commerce regarding the Strait Area Collaborative Housing Initiative.
 - ii. Letter from Hon. John Lohr, Minister of the Department of Municipal Affairs, regarding the municipality's request for the property assessment cap to be applied to all Nova Scotians who have lost their homes due to disaster.
 - iii. Letter from Hon. John Lohr, Minister of the Department of Municipal Affairs, regarding the mandatory Code of Conduct training for all local elected officials in Nova Scotia.

13. Unfinished Business

- a) Recommendation from the Special Meeting of Council



14. Review of Action Items

- a) Action Items List

15. Items Added to the Agenda

16. Question Period

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

17. 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](#)



Special Meeting

March 6, 2025

- Location:** Virtual
- Present:** Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson
- Staff:** Troy MacCulloch, Chief Administrative Officer (CAO)

Call to Order

Warden Lois Landry called the meeting to order at 7:02 p.m.

Roll Call of Councillors

The CAO took roll call of Councillors.

In Camera Session - Personnel

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the meeting move to an "In Camera" session at 7:03 p.m.

Motion carried.

The CAO left the meeting at 7:05 p.m.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the meeting revert to "Regular Session" at 8:22 pm.

Motion carried.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:22 p.m.

Municipal Clerk

Chairperson



Regular Council Meeting

Tuesday, February 25, 2025
5:30 p.m.

Location: Richmond Room/Council Chambers

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

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

Call to Order

Warden Lois Landry called the meeting to order at 5:31 p.m.

In Camera Session - Personnel

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the meeting move to an "In Camera" session at 5:31 p.m.

Motion carried.

Councillor Brian Marchand arrived at 5:38 p.m.

The CAO and Municipal Clerk left the In Camera session at 5:38 p.m.

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the meeting revert to "Regular" session at 6:55 p.m.

Motion carried.

Opening Acknowledgement

The Warden reconvened regular session at 7:00 p.m. and made the following opening acknowledgment:

We are proud to acknowledge that we are gathered today on Unama'ki, the Land of Fog, a part of Mi'kma'ki, the unceded traditional territory of the Mi'kmaq people since time immemorial. We honour and thank the Mi'kmaq for sharing their land and home with us.

O'Canada

The Warden asked everyone to stand, if able, for the singing of O'Canada.



Roll Call of Councillors

The CAO took roll call of Councillors.

Items Added to the Agenda (Approval of Agenda)

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson that the agenda be approved with the addition of the recommendations from the In Camera session to be added to Section 10, New Business.

Motion carried.

Review of Minutes, Re:

a) Special Meeting Minutes, February 5, 2025

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the minutes of the February 5, 2025, Special Meeting be adopted.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson that Council amend the main motion to add the words “to be adopted as corrected by adding the record of the vote to the motion before the adjournment, and that Councillor Brian Marchand's name be recorded as opposed”.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the minutes of the February 5, 2025, Special Meeting be adopted as corrected by adding the record of vote to the motion before the adjournment, and that Councillor Brian Marchand’s name be recorded as opposed.

Motion carried.

b) Regular Council Meeting Minutes: January 28, 2025

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette that the minutes of the January 28, 2025, Regular Council meeting be adopted as corrected.

Motion carried.

Question Period:

There were no questions.



Committee Reports

Committee of the Whole

The Committee discussed the Multi-Use Facility Feasibility Study.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Committee of the Whole and accept the Multi-Use Facility Feasibility Study as presented.

Motion carried.

The Committee discussed the repairs needed for the Richmond Arena's under-ice surface refrigeration system.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system and report back to Council.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council amend the main motion by adding the word "surface piping and cement, and refrigeration compression system" after the word system.

Motion carried.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system, surface piping and cement, and refrigeration compression system and report back to Council.

Motion carried.

The Committee discussed the planning variance notification procedure.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and direct Eastern District Planning Commission staff to prepare the amending pages for the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County, decreasing the variance appeal period from 21 days to 14 days.

Motion carried.



The Committee discussed the Atlantic Hydrogen Alliance membership.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Committee of the Whole and authorize staff to make an application for the Municipality of the County of Richmond to become a Catalyst Member of the Atlantic Hydrogen Alliance.

Motion carried.

The Committee discussed the property assessment caps and homes destroyed by fire or other disaster.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and have the Warden draft a letter to the provincial Department of Municipal Affairs asking for this change and as well include our local NSFM representatives Amanda Mombourquette and John Dunbar to be made aware and advocate on our behalf.

Motion carried.

The Committee discussed the grant application from the Acadiaville Community Centre Society for Start-up Activity Grant Funds in the amount of \$500.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and defer the grant request from the Acadiaville Community Centre Society to the next Council meeting.

Motion carried.

The Committee discussed the grant application from the Coastal Riders ATV Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$3,050.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and approve the Coastal Riders ATV Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$3,050.00 and be allocated as follows: \$500.00 from the District 5 Funds, \$500.00 from the District 4 Funds and \$2,050.00 from the Regional Fund.

Motion carried.



The Committee discussed the grant application from the Isle Madame Boat Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$20,000.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and approve the Isle Madame Boat Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$20,000, contingent on CCBF eligibility, allocated as follows: \$10,000 from the Waterfront Development Fund for the 2024/fiscal year and the remaining \$10,000 to be allocated from the 2025/26 fiscal year.

Moved by Councillor Shawn Samson, seconded by Councillor Amanda Mombourquette, that Council amend the main motion to replace the words “2024/fiscal” with “2024/2025 fiscal” and to replace the words “ from the 2025/26 fiscal year” with the words “ from the Waterfront Development Fund for the 2025/2026 fiscal year”.

Motion carried.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and approve the Isle Madame Boat Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$20,000, contingent on CCBF eligibility, allocated as follows: \$10,000 from the Waterfront Development Fund for the 2024/2025 fiscal year and the remaining \$10,000 to be allocated from the Waterfront Development Fund for the 2025/2026 fiscal year.

Motion carried.

The Committee discussed the grant application from the Whiteside Church Preservation Society for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and approve the Whiteside Church Preservation Society grant request for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,000 and be allocated from the District 3 Funds.

Motion carried.



Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that Council adopt the Committee of the Whole Report for the month of February 2025.
Motion carried.

By-Law/Policy Committee

The Committee discussed the 2019 Code of Conduct Policy.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the By-Law/Policy Committee and repeal the 2019 Code of Conduct Policy.
Motion carried.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette that Council adopt the By-Law/Policy Committee Report for February 2025.
Motion carried.

New Business

a) **Recommendation from the In Camera Session, Re: Committee Appointments**

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council appoint Donna Dittrick to the IDEA Committee and Clifford Boudreau to the Recreation Advisory Committee.
Motion carried.

b) Private Road Curbside Collection Requests Policy, Re: Motion to refer to the By-Law/Policy Committee for review and updating - (Verbal)

Moved by Councillor Amanda Mombourquette seconded by Deputy Warden Brent Sampson, that Council refer the Private Road Curbside Collection Request Policy to the By-Law/Policy Committee for review.
Motion carried.

Correspondence

a) **Action Required**

i. n/a



b) For Information Purposes

- i. Letter from the Honourable Fred Tilley, Minister of Public Works, Re: Request for certain now-closed provincial roads to be re-opened and maintained as secondary means of travel for emergencies
- ii. Letter from the Department of Justice Accessibility Directorate, Re: Caregivers of those with disabilities being included as First Voice for our IDEA committee
- iii. Letter from the Honourable John Lohr, Minister of Municipal Affairs, Re: New Fiscal Challenges
Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council have the Warden draft a letter to Minister Lohr in response to his request, thanking him for the letter and noting that Council will provide a response within the next few weeks.
Motion carried.
- iv. Letter from the Nova Scotia Federation of Municipalities, Re: Letter from the Honourable John Lohr (dated February 11)

Unfinished Business

- a) Acadiaville Community Centre Society grant application for the Type 3 - C3 Sponsorships Grant Funds in the amount of \$500.00

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that Council approve the Acadiaville Community Centre Society grant application for the Type 3 – C3 Sponsorships Grant Funds in the amount of \$500.00 and be allocated from the District 2 Funds.

Motion carried.

Review of Action Items

- a) Action Items List
For information only.

Items Added to the Agenda

n/a



Question Period

Richard Cotton approached Council.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:00 p.m.

Municipal Clerk

Chairperson

DRAFT



Committee of the Whole Report March 2025

The Committee met on March 11, 2025.

The Committee discussed the funding request from Cape Breton South Recruiting for Health.

I move that Council accept the recommendation of the Committee of the Whole and defer the funding request from Cape Breton South Recruiting for Health to budget deliberations.

The Committee discussed the 2025 Heavy Collection.

I move that Council accept the recommendation of the Committee of the Whole and authorize staff to proceed with the 2025 Heavy Collection at an estimated cost of \$175,000 (net HST rebate), with the funds to be allocated in the 2025/26 budget.

The Committee discussed the Strait of Canso Clean Fuels Domestic Use Strategy.

I move that Council accept the recommendation of the Committee of the Whole and, based on the 82% leveraging of funds and the opportunity to maximize the benefit for local residents in building a hydrogen economy here in the region, fund the project at \$24,250 from the 2024/2025 fiscal year budget if there is room, otherwise to fund it from the 2025/2026 fiscal year budget.

The Committee discussed the Construction and Demolition Debris Landfill Expansion

I move that Council accept the recommendation of the Committee of the Whole and authorize staff to proceed with the expansion of the Construction and Demolition Debris Landfill, with construction subject to budget approval.

I move that Council accept the recommendation of the Committee of the Whole and proceed with the engineering work and studies on or after April 1, 2025, at an estimated cost of \$275,000 (exclusive of HST), with the funding to be allocated from CCBF funds.



The Committee discussed the St. Peter's-Grand River-Loch Lomond Pastoral Charge grant request for the Type 4 - Regional/Health/General Funds in the amount of \$2,645.00.

I move that Council accept the recommendation of the Committee of the Whole and defer the St. Peter's-Grand River-Loch Lomond Pastoral Charge Type 4 - Regional/Health/General Funds application back to staff for further information.

The Committee discussed the St. Peter's-Grand River-Loch Lomond Pastoral Charge grant request for the Type 1- Infrastructure Funds in the amount of \$5,000.00.

I move that Council accept the recommendation of the Committee of the Whole and approve the St. Peter's-Grand River-Loch Lomond Pastoral Charge grant request for the Type 1-Infrastructure Fund in the amount of \$1,520.00, with the funds to be allocated from the District 4 Funds, and FURTHER MOVE that the organization be advised to reapply for the remainder of the project work in the new fiscal year.

The Committee discussed the D'Escousse Civic Improvement Society grant request for the Type 1 - Infrastructure Fund in the amount of \$5,000.00.

I move that Council accept the recommendation of the Committee of the Whole and approve the D'Escousse Civic Improvement Society grant request for the Type 1-Infrastructure Funds in the amount of \$5,000.00, with the funds to be allocated as follows: \$520.00 from the District 2 Funds, \$500.00 from the District 1 Funds and \$3,980.00 from the Regional Funds.

The Committee discussed the Richmond Rize Volleyball Association grant request for the Type 4 - Regional/Health/General Funds in the amount of \$9,919.83.

I move that Council accept the recommendation of the Committee of the Whole and approve the Richmond Rize Volleyball Association grant request for the Type 4 - Regional/Health/General Funds in the amount of \$4,500.00, with the funds to be allocated as follows: \$1,020.00 from the District 1 Funds and \$3,480.00 from the Regional Funds.



The Committee discussed the St. Louis Parish Council grant request for the Type 4 - Regional/Health/General Funds in the amount of \$2,000.00.

I move that Council accept the recommendation of the Committee of the Whole and approve the St. Louis Parish Council grant request for the Type 4 - Regional/Health/General Funds in the amount of \$2020.00, with the funds to be allocated from the District 3 Funds.

The Committee discussed the request from a resident regarding flags.

I move that Council accept the recommendation of the Committee of the Whole and suspend the MOCR Flag Policy, permitting the Canadian Flags to be flown from the day after St. Patrick's Day until March 31, 2025.

The Committee discussed the conversations around housing.

I move that Council accept the recommendation of the Committee of the Whole and have staff support consultations with developers on improving housing in an open call to ensure no one is excluded.

The Committee discussed the CT Scanner for the Strait Richmond Hospital

I move that Council accept the recommendation of the Committee of the Whole and have the Warden write a letter of support for the purchase of a CT Scanner for the Strait Richmond Hospital site to the Minister of Health, and cc'd to MLA/Minister Trevor Boudreau and the Strait Richmond Hospital Foundation.

I move that Council accept the recommendation of the Committee of the Whole and move the discussion of some financial support towards the purchase of a CT Scanner for the Strait Richmond Hospital to the 2025/2026 budget deliberations.

The Committee discussed the Eastern Counties Regional Library's request for the allocation of funding for the St. Peter's Hub project to be included in the Municipality's 2025/2026 annual operating budget.

I move that Council accept the recommendation of the Committee of the Whole and accept the request for the allocation of funding for the St. Peter's Hub project to be included in the Municipality's 2025/2026 annual operating budget.



The Committee discussed the Eastern District Planning Commission operating estimates for the 2025/2026 fiscal year.

I move that Council accept the recommendation of the Committee of the Whole and accept the EDPC operating estimates, deferring them to budget deliberations.

The Committee discussed the Multi-Party First Nations and Municipal Agreement.

I move that Council accept the recommendation of the Committee of the Whole and enter into the CBREN funding agreement for a four (4) year period, with a two (2) year notice of withdrawal.

The Committee discussed the Richmond Arena.

I move that Council accept the recommendation of the Committee of the Whole and defer the Richmond Arena discussion to budget deliberations.

This concludes the Committee of the Whole Report for the month of March 2025, and I move its adoption.



By-Law/Policy Committee Report

March 2025

The Committee met on March 3rd and March 11th, 2025.

The Committee discussed the Council Procedural Policy regarding the recording of no votes.

I move that Council accept the recommendation of the By-Law/Policy Committee and amend and adopt the Council Procedural Policy with the change to Section 16(g) by adding the following words after the first sentence. "Votes in opposition shall be recorded to include the name of the member of Council".

This concludes the monthly report of the By-Law/Policy Committee for the month of March 2025, and I move its adoption.



Title: Council Procedural Policy

Approved by Council

Date:

Policy Review Notification

Date: February 25, 2025

Policy Review

Date: March 3, 2025

I certify this to be a true copy of the **Council Procedural Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____.

Shelley David
Municipal Clerk

1. Purpose

- 1.1. The purpose of this policy is to outline the operating principles and procedures to be used for Council and agencies, boards, commissions, and committees (ABCCs) established by Council in the execution of all business for the Municipality of the County of Richmond relating to meeting protocol, the election of officers, conflict of interest, rules of order and debate, motions, voting, and choices in governance by by-law, policy, or resolution.

2. Scope

- 2.1. This policy applies to meetings of the Municipality of the County of Richmond's municipal Council, including ABCCs established by Council.
- 2.2. This policy applies to all members of Council, staff, citizen members appointed to ABCCs established by Council, (unless otherwise specified by a By-Law, Terms of Reference, or other governing document), citizens appointed to external ABCCs, individuals who appear before the Council, and members of the public.



3. Definitions

In this policy:

- a) **“ABCCs”** means Agencies, Boards, Commissions, and Committees established by Council. This acronym may also be used throughout this document to interchangeably mean boards of municipally owned corporations, ABCCs established by bylaw, advisory committees, task forces, working groups, and other bodies. At times, a distinction is made to note Council-established ABCCs, i.e. those created by Council, to differentiate them from those to which are not under the Municipality’s control.
- b) **“Acting Warden”** means a member of Council selected by Council to be Acting Warden in the absence or inability of the Warden and Deputy Warden to act.
- c) **“Abstain”** means a member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter.
- d) **“Agenda”** means the specific items of business to be dealt with at a meeting. Items are placed on the agenda in the sequence defined by the order of business.
- e) **“Business day”** means a day when the Municipality of the County of Richmond office is open for business.
- f) **“Chief Administrative Officer or CAO”**- The administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the Municipal Government Act.
- g) **“Clerk”** means the municipal clerk of the Municipality of the County of Richmond and/or designate.
- h) **“Council”** means the Warden and Councillors of the Municipality of the County of Richmond, being elected pursuant to the provisions of the Municipal Government Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.
- i) **“Council member(s)”** means all members of Council, include(s) the Warden unless the context indicates otherwise.
- j) **“Conflict of interest”** means a direct or indirect conflict of interest within the meaning of the Municipal Conflict of Interest Act.
- k) **“Deputy Warden”** means the member of Council who is elected by Council to act as Warden;



- l) **“Improper conduct”** means Conduct that obstructs in any way the deliberations and/or proper action of the committee or Council.
- m) **“Leave of Council”** means permission of Council.
- n) **“MOCR”** means the Municipality of the County of Richmond
- o) **“Personnel”** means employees of the Municipality of the County of Richmond (excluding elected officials).
- p) **“Point of personal privilege”** means a matter that a member considers questioning their integrity and/or the integrity of the Council.
- q) **“Policy matter”** means a matter which will be governed by the provisions of the policy and includes any matter on which decisions may have to be made on a regular or repetitive basis on which Council wishes to guide the process or specify the principles to be adhered to by Council or staff as they make that decision.
- r) **“Presiding Officer”** means: (a) the Warden when presiding at a meeting of the Council, (b) the Deputy Warden when presiding at a meeting of the Council in the absence of the Warden, (c) Chairperson of a Council established ABCC; or (d) such other member as may be presiding at a meeting of the Council in the absence of the Warden and Deputy Warden.
- s) **“Quorum”** means a majority of the total number of voting members currently on Council or established ABCC or as per the terms of reference, by-law or other governing document.
- s) **“Regular meeting”** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- t) **“Warden”** means the Council member chosen by the Council of MOCR to be the presiding officer of the Council.

4. Roles and Responsibilities

4.1. Municipal Council will:

- a) Review and identify necessary revisions to the Council Procedural Policy in collaboration with the Chief Administrative Officer.



- 4.2. The CAO will:
- a) Administer and implement the Council Procedural Policy.
 - b) Identify necessary revisions to this policy and facilitate the annual review in collaboration with Council.
- 4.3. Municipal staff will:
- a) Adhere to the policy procedures as outlined in this policy.

Policy

5. Policy Statement

- 5.1. The procedural requirements in this policy are intended to complement and supplement, not to replace, the requirements contained in the Municipal Government Act (MGA). In the event of any conflict between the provisions of this policy and the MGA and this policy, the MGA will prevail.

6. Application of the Policy

- 6.1. The rules of procedure contained in this policy shall be observed in all proceedings of Council and ABCCs established by Council and shall be the rules for the order and dispatch of business in Council and Council established ABCCs.
- 6.2. All points of order or procedure for which rules have not been provided in this policy and its appendices shall be decided by the presiding officer in accordance, as far as is reasonably practicable, with the rules of parliamentary law as contained in Robert's Rules of Order, 12th edition or the most recent edition.
- 6.3. This Council Procedural Policy serves to replace any former municipal policies or past practices referencing the proceedings of Council or ABCCs established by Council.



7. Presiding Officer

7.1. Election of Presiding Officer

- a) Warden
 - i. The Warden will be elected at the first meeting of Council, immediately after the Councillors-elect have taken the Oath of Office and signed the Code of Conduct.
 - ii. All nominations will be received verbally, with nominations to be closed by motion. After nominations have closed, Councillors having let their names stand for election will each have 5 minutes to address Council.
 - iii. Voting will take place via secret ballot with counting to take place by staff. After counting, the clerk will announce if a majority was achieved by any candidate.
 - iv. If a majority has not been achieved, then the candidate with the lowest number of votes is dropped from the ballot and an additional vote is held. This process continues until a candidate achieves a majority or until only two candidates remain.
 - v. If only two candidates remain, if necessary, two votes will take place to determine a majority. If no majority is achieved after two votes, then the Clerk will determine the Warden from the two leading candidates by lot as per section 12(5) of the MGA.
 - vi. After the declaration of the Warden, all ballots related to the election shall be destroyed in the presence of Council, unless otherwise decided by a majority vote.
 - vii. The Warden will hold office for a term of two (2) years as outlined in the MOCR Terms of Warden Policy.
 - viii. The Warden shall be the presiding officer at all Council meetings, unless unavailable, in which case the Deputy Warden shall be the presiding officer.



- ix. The Warden is considered an ex-officio member of all ABCCs established by Council, other than those to which the Warden has been appointed as a member. As an ex-officio member, the Warden may participate in an ABCC but not vote and not affect quorum.
 - x. If the Warden position becomes vacant during the term of Council, the newly elected Warden shall hold office until the end of the Warden's current term, unless overturned as per section 12(7) of the MGA.
- b) Deputy Warden
- i. The election of the Deputy Warden will take place immediately following the election of the Warden and be conducted in the same manner as the election of the Warden.
 - ii. The Deputy Warden will hold office for a term of one (1) as outlined in the MOCR Terms of Deputy Warden Policy.
 - iii. If the Deputy Warden position becomes vacant during the term of Council, the newly elected Deputy Warden shall hold office until the end of the Deputy Warden's current term, unless overturned in a similar manner of overturning the Warden as per section 12(7) of the MGA.
- c) Acting Warden
- i. Council may at any time appoint a member of Council to be Acting Warden in the absence or inability of the Warden and the Deputy Warden to act.
 - ii. The term of the Acting Warden will conclude upon the return of either the Warden or Deputy Warden to their respective duties.
- d) Chairperson and Vice Chairperson
- i. The selection of the Chairperson and Vice Chairperson for ABCCs established by Council will be selected by the members of their respective ABCC unless otherwise specified in By-Laws, Terms of Reference, or other governing document.



8. Duties of the Presiding Officer

It shall be the duty of the presiding officer to:

- 8.1. Open the meeting by taking the chair, calling the members to order, and announcing the business before the assembly and the order in which it is to be acted upon;
- 8.2. Ensure the meeting agenda is followed and that the meeting progresses with due efficiency;
- 8.3. Protect all rights of those attending the meeting;
- 8.4. Receive and put to a vote all motions presented and to announce the result;
- 8.5. Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- 8.6. Enforce the rules of order;
- 8.7. Preserve order and decide points of order;
- 8.8. Restrain the members within the rules of order when engaged in debate;
- 8.9. Determine, at their discretion, whether a motion is in order.
- 8.10. Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting;
- 8.11. Call on the Warden, or in the absence of the Warden on another member, to fill their place until resuming the chair, if the presiding officer desires to leave the chair for the purpose of taking part in the debate or otherwise;
- 8.12. Ensure that the decisions of Council/ABCC established by Council conform with the laws governing the activities of Council/ABCC.
- 8.13. Adjourn the meeting when business is concluded. (no motion required)
- 8.14. Adjourn the meeting without question in the case of grave disorder arising in the meeting place.
- 8.15. Ensure effective communication between ABCCs and Council by following the requirements for reporting and communication as per the MOCR Committees Policy, section 18.

9. Council / ABCCs Meetings

Except as provided in this policy and the MGA, all meetings shall be open to the public.

9.1. Organizational Meeting of Council

- a) The organizational meeting of Council shall be held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day to administer the Oath of Office as per section 148 of the Municipal Elections Act (MEA) and signing of the MOCR Statement of Commitment to Councillor's Code of Conduct.
- b) The Clerk, under the direction of the CAO, shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.
- c) The Clerk shall serve as presiding officer for the organizational meeting until the Warden has been elected, at which time the Warden will assume the chair of the meeting, as per section 12 (4) of the MGA.
- d) Seating arrangements for Councillors will be determined at the organizational meeting and will be then set for future meetings of Council.
- e) The business of Council at the organizational meeting shall be limited to the calling of the meeting, the administration of the Oath, the introduction of new Councillors, the election of Warden and Deputy Warden, and the appointments to ABCCs established by Council and external ABCC's appointments, and such other business as required by the MGA.

9.2. Regular Council and Committee of the Whole Meetings

- a) Regular Council and Committee of the Whole meetings will be held according to the schedule set annually by Council and at a time determined by Council.
- b) Any scheduled meetings of Council that fall on a holiday may be held on the next regular business day.
- c) During July and August, Regular Council or Committee of the Whole meetings will not be scheduled. However, Council may convene special meetings during this period as may be necessary or expedient for the dispatch of business.



- d) Unless otherwise decided by Council, all meetings of Regular Council and Committee of the Whole shall be held in Council chambers, located at the Municipal Administration Building, 2357 Hwy 206, Arichat NS.
- e) Regular Council and the Committee of the Whole will be recorded and/or livestreamed. If technical difficulties prevent the livestream from being enabled or make livestreaming impossible, the meeting will proceed as scheduled.
- f) Council may by resolution alter the time, day, and place of any meeting previously approved under section 9.2 (a).

9.3. Other Meetings of Council

- a) In addition to Regular Council meetings, Council may hold such other meetings as may be necessary or expedient for the dispatch of business at such time and place as the Council determines, if each member of Council is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.

9.4. Emergency Meetings

- a) Where the Warden determines that there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

9.5. ABCCs Established by Council Meetings

- a) ABCCs established by Council may hold meetings in Council chambers or other locations in the MOCR, according to the schedule and at a time determined in their respective Terms of Reference, By-Law, or other governing documents.

9.6. In Camera Meetings

- a) Regular Council and ABCCs established by Council meetings, or portions thereof, may be held in camera only in accordance with section 22 of the Municipal Government Act, as may be amended from time to time. The only matters to be considered in an “in camera session” are as follows:
 - i. Issues related to the proposed or pending acquisition, sale, lease, or security of municipal property; or



- ii. Setting a minimum price to be accepted by the municipality at a tax sale;
or
 - iii. Personnel matters; or
 - iv. Labour relations; or
 - v. Contract negotiations; or
 - vi. Issues related to public security; or
 - vii. Litigation or potential litigation affecting the municipality; or
 - viii. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- a) Prior to moving into an in camera session and when reverting to a regular session for any of the reasons outlined in section 9.6 (a), a motion must be passed. This motion should specify that the Council/ABCC is convening into an in-camera session, outline the general nature of the matter to be discussed, and indicate the return to the regular session upon concluding the in camera portion of the meeting.
 - b) A vote may occur during an in-camera session, provided the reason for being in camera is sanctioned under section 9.6 (a), and the vote is for a procedural matter or for giving direction to staff or solicitors of the municipality.
 - c) Recommendations to Council from an in-camera session will be dealt with immediately following the in camera session.
 - d) Staff reports presented during an in-camera session and minutes of an in-camera session will be maintained by the clerk and considered confidential unless Council determines that the information, or part thereof, shall be made available to the public.

10. Notifications of Meetings & Cancellations

10.1. Notifications for meetings or cancellations will adhere to the guidelines outlined in the MOCR Strategic Communications Plan.

10.2. The clerk shall call a meeting of the Council when required to do so by the Warden or upon presentation of a written request signed by a majority of the Councillors. When calling a meeting in this manner, the clerk shall give at least two days public notice of the meeting, as per section 19 (4) of the MGA.

- 10.3. The Warden/presiding officer and CAO jointly may decide to cancel a Council/ABCC meeting due to inclement weather or other circumstances, which in their judgement appears appropriate.
- 10.4. Any decision to cancel a meeting of Council that was called by a petition of a majority of Councillors shall only be upheld by a two-thirds (2/3) majority decision of Councillors.
- 10.5. As per section 19(7)(a)(b) of the MGA, a meeting of Council is not an illegal or invalid meeting by reason only of a failure to give notice or meeting elsewhere than provided in this policy or a notice of meeting.

11. Call to Order/Quorum

- 11.1. As soon as a quorum is present after the scheduled start time of the meeting, the presiding officer shall call the meeting to order. The opening acknowledgement, as outlined in Section 12, may be conducted at the discretion of the presiding officer.
- 11.2. If a quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the presiding officer shall indicate that no quorum is present, and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.
- 11.3. In the case where quorum is present, and the Warden or Chairperson has not arrived within fifteen (15) minutes after the time appointed, the Deputy Warden or the vice chairperson, shall assume the chair and call the meeting to order. The Deputy Warden or Vice Chairperson shall preside until the arrival of the Warden or Chairperson.
- 11.4. In the event the Deputy Warden or Vice Chairperson is not present, then the members shall nominate and elect a presiding officer from among the members present who shall preside until the arrival of the Warden or the regular Chairperson.
- 11.5. Members are encouraged to inform the clerk when a member is aware that they will be absent from any meeting.

11.6. Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, such that at that meeting the remaining members are insufficient to constitute quorum, the remaining members shall be deemed to constitute a quorum, provided the number is not less than two. A member who has declared a conflict of interest and leaves the meeting shall not be counted in determining the quorum.

11.7. If during the course of a meeting a quorum is lost due to vacating members, the presiding officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this policy. Should the meeting be adjourned, the clerk shall record in the minutes the names of the remaining members.

12. Opening Acknowledgement

12.1 After calling a meeting to order:

- a) The presiding officer may acknowledge matters of significance to the County and/or undertake a moment of silent contemplation.
- b) The presiding officer shall proceed with the order of business in which it stands on the agenda.

13. Order of Business and Agenda

13.1. The business of Council and ABCCs shall be taken up in the order in which it stands on the agenda unless otherwise decided by Council or the ABCC.

13.2. Agendas will be prepared by the Clerk or designate, under the direction of the CAO in accordance with the Warden for Council or the presiding officer for ABCCs.

13.3. Agendas and corresponding meeting packages will be disseminated as per the MOCR Strategic Communications Plan.

14. Additions to the Agenda

14.1. Additions to the Regular, Special Council, or Committee of the Whole agenda must be submitted to the Office of the CAO by noon on the Thursday before the meeting. For all other meetings, submissions are due by noon two days prior.



- 14.2. Agenda items that require backup information can be in the form of a staff briefing note, memo, or other relevant documentation.
- 14.3. Requests for additional items to the agenda following its publication will not be considered, except under the circumstances outlined below:
- a) Submissions as a late item using the “Item Added” form, as detailed in Appendix C, to the Clerk promptly for dissemination to Council or ABCC and the public.
 - b) Once a Regular, Special Council or Committee of the Whole meeting agenda is published, an item of business not listed on the agenda may not be introduced at a meeting unless an “Item Added” form is completed and approved in advance by the Warden for addition. Additions to Regular Council or Committee of the Whole meeting agendas from the floor during the meeting require an “Item Added” form to be submitted prior to the meeting and a unanimous motion from the Council. However, Councillors may add a Notice of Motion from the floor to a Special, Regular Council, or Committee of the Whole meeting agenda with a majority vote. Additions to published ABCC agendas, except for the Committee of the Whole, require a simple majority to approve. The addition will be published the following day.

15. Agenda Format

- 15.1. Appendix “A”, Agenda Format, forms part of this policy and shall list the order of business in the format most commonly used in MOCR ABCCs and Council.

16. Meeting Minutes

- 16.1. The Clerk shall verify and maintain the minutes of all Council and Council established ABCC meetings.
- 16.2. All minutes recorded for Council and Council established ABCCs shall record:
- a) The meeting type, place, date, and time of the meeting.
 - b) The name of all members and staff in attendance, and any regrets.
 - c) The name of guest presenters and those who approach Council during question period.



- d) The time of late arrival or early departure of members.
 - e) The name of the member who declares a conflict of interest along with the reasoning.
 - f) The resolutions, substantive decisions made, and actions taken.
 - g) The results of votes on all motions. Votes in opposition shall be recorded to include the name of the member of Council.
 - h) The time the meeting went in and out of an in-camera session.
 - i) The in camera portion of the minutes shall record the topic of discussion only.
- 16.3. The unapproved minutes shall be presented for the next scheduled Council or ABCC meeting for a motion of approval.
- 16.4. In order to move or second the approval of minutes as presented or as corrected, the member must have been in attendance at that meeting where the minutes are being approved.
- 16.5. After approval, the presiding officer and Clerk (or designate) of both Council and ABCCs shall sign minutes.

17. Governance by Bylaws, Policy, and Resolutions

- 17.1. Council shall govern by Bylaw in all matters required by the MGA.
- 17.2. Council shall govern by Policy in all issues meeting the definition of a policy matter. When in doubt, it is preferable to govern by policy rather than resolution.
- 17.3. Council shall govern by resolution only when a by-law or policy is not applicable and in particular, only when the motion does not involve principles and/or processes that must be used in future staff or Council decisions.

18. Disclosure of Conflict Interest

- 18.1. It is the responsibility of each member to identify and disclose any conflict of interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the Council or Council established ABCC.



18.2. Where a member, either on their own behalf or while acting for, by, with and/or through another, has any conflict of interest, direct or indirect, in any matter and is present at a meeting of the Council or standing committee at which, the matter is the subject of consideration, the member shall:

- a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
- b) Not participate for the duration of the discussion about the matter.
- c) Not take part in the discussion of or vote on any question with respect to the matter.
- d) Not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

18.3. Where a meeting is not open to the public, as per section 9.6, in addition to complying with the requirements, the member shall immediately leave the meeting room for the portion of the meeting during which the matter is under consideration.

18.4. Where the interest of a member has not been disclosed by reason of his absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or Council established ABCC, as the case may be, attended by the member after the particular meeting as per the Municipal Conflict of Interest Act.

19. Speaking/Rules of Debate

19.1. A member shall not speak until the presiding officer has recognized them by indicating it is their turn to speak.

19.2. When a member has been recognized by the presiding officer as having the floor, the member shall direct their question or comment to the presiding officer and speak only to the matter under consideration. The presiding officer shall recognize the member who wishes to speak in the order that they indicate their desire to address Council or ABCC.

19.3. When a member is speaking, no other members shall interrupt, except to raise a point of personal privilege or point of order.



- 19.4. Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not so as to interrupt a member while speaking.
- 19.5. At the discretion of the presiding officer, a member shall not speak more than once on the question until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech in which may have been misunderstood. New information is not to be introduced. No member shall speak to the same matter more than four times without the leave of Council or ABCC.
- 19.6. At the discretion of the presiding officer, a member shall not speak to the same question, or in reply, for longer than 10 minutes without the leave of Council or ABCC.
- 19.7. A member shall be restricted to asking questions related directly to the matter under discussion.
- 19.8. After the question has been put by the presiding officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 19.9. To participate in debate, the presiding officer shall relinquish the position to the vice presiding officer until the matter has been disposed of. Relinquishing such position ensures impartiality of the presiding officer position.

20. Motions

- 20.1. The presiding officer may not put forth a motion.
- 20.2. A motion must be seconded and then repeated by the presiding officer before being voted upon.
- 20.3. After a motion has been moved, it is the property of Council or the ABCC and may not be withdrawn without the consent of the majority of Council or the ABCC.
- 20.4. Standard Meeting Motions
 - a) For the purposes of this policy, the following will be considered “standard” meeting motions:



- i. To approve the agenda.
 - ii. To adopt minutes.
 - iii. To recess.
- b) The presiding officer may ask if a member of Council or ABCC is willing to move/second a standard meeting motion, in which case any member may respond verbally. The presiding officer will verbally indicate which members have moved and seconded the motion.
- c) In order to streamline meetings, any of the three (3) standard meeting motions may be voted upon by the members by a show of hands or by saying aye/nay.
- d) Motions prepared in a staff report may be moved verbally by referencing the motion and the report.
- e) In Council, the following motions may be introduced without notice and without leave, except as otherwise provided by this policy:
- i. To suspend the rules of procedure.
 - ii. To table.
 - iii. To postpone definitely (deferral motion with a specified date/meeting).
 - iv. To refer.
 - v. To amend.
 - vi. To postpone indefinitely (deferral motion without specifying a date/meeting).
 - vii. Any other procedural motion.
 - viii. Motions arising from Business from Councillors.
- f) Appendix “B”, Procedural Motions, forms part of this policy and shall describe the form and standard descriptive characteristics of motions commonly used in committees and Council.

21. Voting

21.1. The decision of the Council or ABCC on a motion shall be via raised hands or verbal aye/nay.



- 21.2. No vote shall be taken by ballot or by any other method of secret voting, except for the selection of Warden, Deputy Warden.
- 21.3. All members that are qualified to vote shall vote once on each motion, and are not permitted to abstain from voting, except when such member has declared a conflict of interest as per section 21(2)(3) of the MGA.
- 21.4. Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members present, and voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.
- 21.5. The mover and seconder of a motion must be present at the meeting for debate to occur.
- 21.6. A member not in their seat at the call of the vote shall not be entitled to vote.
- 21.7. Each member shall occupy their seat until the result of the vote has been declared.
- 21.8. Voting conducted at public hearings shall be done in accordance with provisions of the MGA.

22. Public Conduct at meetings

- 22.1. Members of the public present in the Council chamber or other meeting location shall maintain order and quiet and shall not address Council or members of the ABCC except with permission by a majority vote of Council or the ABCC.
- 22.2. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of the meeting.
- 22.3. No person shall bring into the Council chamber or other meeting location cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
- 22.4. Recording (audio or video) and taking pictures during meetings are not permitted unless pre-approved by the presiding officer and announced before the meeting begins.
- 22.5. Members of the media may use electronic devices to record the audio (only) of the proceedings to augment their notetaking, but not for broadcasting.



- 22.6. When invited to address Council, no person shall use indecent, offensive, or insulting language or speak disrespectfully of any member of Council or any employee of the municipality.
- 22.7. Persons invited to address Council or ABCC shall only speak on the subject in debate and shall not speak on any other subject.
- 22.8. Any person not being a member of Council or ABCC who contravenes any provision of this section may be expelled from the meeting by the presiding officer.

23. Presentations to Council

- 23.1. Any persons or groups may be permitted to make presentations to Council provided that the application(s) have been submitted to the Office of the CAO as per MOCR Presentations and Delegations Appearing before the Committee of the Whole or Council Policy.
- 23.2. A group of persons who wish to present to Council a petition on any matter within the jurisdiction may do so in accordance with the MGA.

Related Documents

[Code of Conduct for Elected Municipal Officials](#)

[Committees Policy](#)

MOCR Presentations and Delegations to Committee of the Whole or Council Policy (currently in draft)

[Municipal Government Act](#)

[Municipal Housing Corporation Act](#)

[Municipal Conflict of Interest Act](#)

[Policy on Confidentiality and Non-Disclosure](#)

[Strategic Communications Plan](#)



Appendix

Appendix A – Agenda Format

Appendix B – Procedural Motions

Appendix C – Item Added to the Agenda Form

Policy Review/Amendment Schedule

Date of Review	Approved/Amended by Council
March 3, 2025	
September 9 th & 23 rd , 2024	October 15, 2024



IDEA (Inclusive, Diverse, Equitable, Accessible) Advisory

Committee Report

For the Month of March 2025

The Committee met on February 20th, 2025 and March 4, 2025.

The Committee discussed the IDEA plan refresh reports for the Municipality of the County of Richmond.

I move that the Council accept the recommendation of the Inclusive, Diverse, Equitable, Accessible Advisory Committee and approve the IDEA Plan Refresh Report as presented, AND FURTHER MOVED that a copy of the report be sent to the Province.

This concludes the Inclusive, Diverse, Equitable, Accessible Advisory Committee report for the month of March 2025, and I move its adoption.

RICHMOND IDEAS

Inclusive, Diverse, Equitable, Accessible Strategy



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Spring 2025



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Inclusive, Diverse, Equitable,
Accessible Strategy by:

The Municipality of the County of
Richmond

Municipality of the County of
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Key Terms:

Accessibility: When our environments, services, products, and policies are proactively designed and constructed so that people with a disability can fully and equitably participate without experiencing barriers.

Diversity: The practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, and sexual orientations.

Equity: Equity acknowledges that not everyone starts from the same place in society. Some individuals face adverse conditions and systemic barriers that make it more challenging to achieve the same goals, even with equal effort. Advocating for those who have been historically disadvantaged, equity takes into account historical and contextual factors to determine what is fair. It promotes proactive measures and reasonable accommodations to identify and address structural, systemic, and cultural barriers, combat discrimination and unfairness, and create equitable pathways and opportunities for all.

Inclusion: Equal access and opportunity and resources for those who may otherwise be excluded or marginalized.

Underrepresented: A group of people who are not adequately represented or have limited presence or visibility in certain domains or contexts, such as social, political, economic, educational, or cultural spheres. These communities typically experience marginalization, discrimination, or exclusion due to various factors, including race, ethnicity, gender, sexual orientation, disability, socioeconomic status, or other characteristics.

Underserved: Implies that the community is not receiving/has not received an adequate level of support or attention from institutions, organizations, or government agencies. This lack of access can manifest in various areas, including health care, education, employment, housing, transportation, and social services.

About Richmond County

Richmond County is bordered on the south by the Atlantic Ocean and the north by the Bras d'Or Lake. This gateway to the Bras d'Or is a rich mix of cultures, including Mi'kmaq, Acadian, Irish, and Scottish.

This land of 1,000 coves is home to the First Nation Community of Potlotek, nestled along the southern shores of the Bras d'Or Lake. This region is also a rich fishing ground, producing some of the world's best lobsters.

Richmond County is shaped by the sea, proud of its past, and ready to move into a bold future.



Messages from our leaders

In the spring of 2022, the Municipality of the County of Richmond approved its first ever Accessibility Plan. Working in partnership with the Village of St. Peter's, the Municipality is committed to adhering to all current and future provincial accessibility standards and ensuring the full participation of its residents, including those with disabilities, in all aspects of their lives.

The Accessibility Plan articulates our vision for the Municipality: "The County of Richmond is inclusive and provides meaningful access for all regardless of ability or age. As a community, we will promote awareness, remove barriers, and put lived experience at the forefront of future decisions."

Plans are updated every three years, and the new plan will incorporate diversity, equity, and inclusion. The newly branded Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee is committed to ensuring that Richmond County is a community that welcomes everyone and strives for the full participation of all its residents.

Many thanks to the Committee members for their work on this important undertaking and to those residents who have contributed to the discussion thus far. We look forward to being a part of this journey as it continues to unfold for Richmond County and its residents.



**Lois Landry, Warden
Municipality of the County
of Richmond**

Messages from our leaders

Thank you for exploring Richmond County's first-ever strategy for Inclusivity, Diversity, Equity, and Accessibility (IDEA) in our communities!

Central to understanding the importance of this document is recognizing that when we use acronyms like DEI (or in the case of this plan, IDEA), that we are talking about ways to help our family members, neighbours, and friends to receive fair treatment and to be able to participate fully in our communities. Richmond County has long been blessed with caring communities, and our IDEA strategy builds on this with a focus on our greatest asset: our people!

“People In the Know,” “People Are Involved,” “People Are Safe,” and “People On The Move” are the four key themes that emerged from our community engagement process over the last year. Through the lens of these themes, we

have developed a set of actions that will have a tangible impact on the ability of all people to be informed about what's happening in Richmond County, to feel safe and welcome in their communities, and to be engaged in social, professional, and civic activities.

It's important to note that this will be a living document. It builds on the great work started in 2021 with our joint Committee on Accessibility with Richmond County and the Village of St. Peter's, and has now evolved to include Diversity, Equity and Inclusion as a wider strategy. Many thanks to everyone who contributed so far, including members of the public who helped keep us on track even when we faltered – we are leading the way, which sometimes means we need to course correct and we wouldn't be able to do that without you! Also, a very special thanks to the staff at both the Village of St. Peter's and Richmond County who dedicated endless hours of planning and effort to get us to this point.

Our newly renamed and reimagined IDEA Committee is on a journey of learning and leadership to make a change for the better for everyone in Richmond County!

Please reach out if you'd like to join us – everyone is welcome!



Amanda Mombourquette
Chair, IDEA Committee



Plan Overview

In 2021, the Municipality of the County of Richmond and the Village of St. Peter's established a joint Accessibility Advisory Committee (AAC). The committee's initial plans were guided by Access by Design 2030, a framework set by the Province of Nova Scotia and aligned with the standards outlined in the 2017 Nova Scotia Accessibility Act. With the support of a consultant, the committee developed its first accessibility plans, which were submitted to the province in the spring of 2022. These plans focused on five key areas: Goods & Services, Built Environment, Information & Communication, Employment, and Transportation.

Over the next two years, the committee assessed the plan's effectiveness, identifying gaps and necessary improvements. In response to the province's Dismantling Racism and Hate Act (2022) and Equity and Anti-Racism Strategy (2023), the committee recognized the need to integrate Diversity, Equity, and Inclusion (DEI) into its accessibility work. To reflect this expanded focus, the AAC was renamed the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee in 2024.

Community engagement was central to developing the new IDEA Plans, ensuring that community voices guided the process. To gather input on improving government services and fostering inclusivity, diversity, equity, and accessibility for all, the committee distributed a survey to residents of Richmond County and the Village of St. Peter's. Following the survey, the committee hosted small discussion sessions with Potlotek First Nation members, community group representatives, Acadian culture advocates, newcomers, and African Nova Scotian residents to deepen engagement and gather additional feedback. Further guidance was provided by IDEA Committee members who represent various organizations and or persons with disabilities, as well as guidance from provincial offices, including L'nu Affairs, African Nova Scotian Affairs, the Nova Scotia Accessibility Directorate, and the Office of Equity and Anti-Racism.

This IDEA Strategy is a living document that aims to identify, remove, and prevent barriers to accessibility, diversity, equity, and inclusion. Updated every three years, it will continue to evolve based on community input and collaboration, ensuring a more inclusive Richmond County and Village of St. Peter's

Areas of Focus

Through engagement and reviewing results from the 2024 IDEA survey, four themes emerged. These themes highlight our ongoing efforts to foster a county where everyone feels valued, supported, and empowered to thrive.

1. PEOPLE IN THE KNOW

This section focuses on the role of effective municipal communication and accessible learning opportunities; While ensuring everyone has access to the knowledge, resources, and training needed to understand and engage within our County.

2. PEOPLE ARE INVOLVED

Explores how we actively engage individuals from diverse backgrounds in shaping IDEA efforts and promoting collaboration.

3. PEOPLE ARE SAFE

Addresses the importance of policies and practices that protect individuals from discrimination and harassment, creating a secure space for everyone.

4. PEOPLE ON THE MOVE

Evaluate how we provide equitable opportunities for transportation, connection, access, development, and advancement for all within the Municipality of the County of Richmond.

People in the Know

This section focuses on the role of effective municipal communication and accessible learning opportunities; While ensuring everyone has access to the knowledge, resources, and training needed to understand and engage within our County.

Timeline guide:

Short-term
(1 - 3 years)

Long-term
(3+ Years)

Action	Timeline
Review of the Municipality of the County of Richmond's website to ensure it aligns with the accessibility standards when enacted.	Long-term (3+ Years)
In partnership with the Village of St. Peter's, The Municipality of the County of Richmond will provide information to and support participation in training opportunities for staff, community, and Council reflecting IDEA.	Short-term (1 - 3 years)
The Municipality of the County of Richmond will continue to welcome and celebrate proclamations of council from the public.	Short-term (1 - 3 years)
Update Committee and Council communications policies and procedures to provide accessible resources for meetings and engagements, removing accessibility and technology barriers.	Long-term (3+ Years)

People are Involved

Explores how we actively engage individuals from diverse backgrounds in shaping IDEA efforts and promoting collaboration.

Timeline guide:

Short-term
(1 - 3 years)

Long-term
(3+ Years)

Action	Timeline
In partnership, identify and celebrate the cultures and communities that reside within Richmond County, especially underserved and underrepresented communities.	Short-term (1 - 3 years)
In partnership with community, facilitate awareness campaigns.	Short-term (1 - 3 years)
The Municipality of the County of Richmond will continue efforts to attract individuals with lived experiences to the IDEA Committee.	Short-term (1 - 3 years)
Continue to foster critical community partnerships, through authentic conversation and engagement.	Short-term (1 - 3 years)
Celebrate the identity and the diverse stories of our County in collaboration with the community.	Short-term (1 - 3 years)

People are Safe

Addresses the importance of policies and practices that protect individuals from discrimination and harassment, creating a secure space for everyone.

Timeline guide:

Short-term
(1 - 3 years)

Long-term
(3+ Years)

Action	Timeline
Modify and apply an equity lens to hiring, funding evaluations, and procurement policies and procedures to prioritize persons with disabilities, both upon hiring, through onboarding, and beyond.	Short-term (1 - 3 years)
Advocate for non-municipal organizations and businesses to apply an equity lens to hiring, and other policies and procedures to prioritize persons with disabilities, both upon hiring, through onboarding, and beyond.	Short-term (1 - 3 years)
Review and revise emergency management planning to include the launch of our Voluntary Vulnerable Persons Registry.	Short-term (1 - 3 years)
The Municipality of the County of Richmond will review current accessibility standards at key facilities and conduct Rick Hansen Certifications (or alternative certification) for Municipal Buildings, particularly for entrances.	Short-term (1 - 3 years)
The Municipality of the County of Richmond will continue to review recreational programs to ensure they are equitable and support an age-friendly community.	Short-term (1 - 3 years)
The Municipality of the County of Richmond is committed to creating safe spaces for all by exploring a Code of Conduct that would governs all buildings owned by MOCR.	Short-term (1 - 3 years)

People on the Move

Evaluate how we provide equal opportunities for transportation, connection/development, and advancement for all within the Municipality of the County of Richmond.

Timeline guide:

Short-term
(1 - 3 years)

Long-term
(3+ Years)

Action	Timeline
Advocate for Strait Area Transit service improvements and the exploration of additional transit solutions.	Short-term (1 - 3 years)
Advocate for organizations and businesses within Richmond County to attend additional training relating to IDEA.	Short-term (1 - 3 years)
The Municipality of the County of Richmond will explore opportunities to update and standardize all interior signage with Braille, tactile, and other design elements in all Municipal buildings.	Long-term (3+ Years)
Support accessible trail development to ensure the network is safe and accessible for all users.	Long-term (3+ Years)
Review the pedestrian road crossing locations. Advocate to the Province for well painted locations with visual and audible cues.	Long-term (3+ Years)

Conclusion

We sincerely appreciate your ongoing support as we work together to promote Inclusion, Diversity, Equity, and Accessibility (IDEA) in Richmond County. Your commitment and contributions help drive meaningful change, ensuring that our community remains a place where everyone feels valued and empowered. We look forward to continuing this important work with you and making an even greater impact in the future.

Thank you!

Contact

Municipality of the County of Richmond
2357 Highway 206 Arichat,
P.O. Box 120 Nova Scotia B0E 1A0
902-226-2400

IDEA (Inclusive, Diverse, Equitable, Accessible) Committee Members :

- Councillor Amanda Mombourquette
- Shannon Mury
- Danielle Martell
- Meghan Hayter
- Jessica MacDougall
- Allison Martell
- Esther MacDonnell
- Ashley Lavandier
- Shelley Dorey
- Chantal Boudreau
- Donna Dittrick
- Dorothy Booher

Contact

Municipality of the County of Richmond
2357 Highway 206 Arichat,
P.O. Box 120 Nova Scotia B0E 1A0
902-226-2400



Appendix A - 2022 Accessibility Plan

Appendix A

Accessibility Advisory Committee

2022 Plan

Richmond County Accessibility Plan

The Richmond County Accessibility Plan was officially approved by Council on April 25, 2022. You can view the plan by clicking the link below, visiting the "Plans, Reports, and Reviews" section on the Municipal website, or scanning the QR code provided.

<https://www.richmondcounty.ca/council/plans-reports-and-reviews/2607-2022-accessibility-plan-with-appendix-a-b-c/file.html>





Appendix B - Accessibility Advisory Committee Report Card



Accessibility Advisory Committee Report Card

Timeline: up to Aug. 31, 2024

Progress guide:

Completed In Progress Not completed

Action Item	Status	Comments and Updates
<p>1. Review maintenance procedures for gravel and snow removal for all sidewalks in commercial, and residential areas and at key facilities.</p>	<p>In Progress</p>	<p>Village of St. Peter's shared their policy with The Municipality of the County of Richmond. Policy was provided to the Department of Public Works for review.</p>
<p>2. Modify hiring, funding evaluation, and procurement policies and procedures to prioritize persons with disabilities, both upon hiring, through onboarding, and beyond—advocate for non-municipal organizations and businesses to do the same.</p>	<p>In Progress</p>	<p>The Municipality of the County of Richmond has added a Diversity, Equity, and Inclusion statement to their job opportunities and added accessible accommodations to their interview process.</p>
<p>3. Richmond - Partner with the Village to create a business survey to understand and create a record of which businesses are accessible.</p>	<p>In Progress</p>	<p>It was determined by the Committee that this could be done inhouse and there wasn't enough work for a student. Online platform also available to note the accessible public service providers.</p>
<p>3. St Peter's - Partner with the Municipality to create a business survey to understand and create a record of which businesses are accessible.</p>	<p>In Progress</p>	<p>It was determined by the Committee that this could be done inhouse and there wasn't enough work for a student. Online platform also available to note the accessible public service providers.</p>



Accessibility Advisory Committee Report Card

Timeline: up to Aug. 31, 2024

Progress guide:

Completed In Progress Not completed

Action Item	Status	Comments and Updates
4. Richmond - Advocate for accessibility improvements to widen the paving of shoulders and create an improved winter maintenance procedure.	In Progress	Department of Natural Resources and Renewables has communicated a maintenance plan for Pondville Beach which will include new parking, and upgrades to the boardwalk, change rooms, etc.
4. St. Peter's - Update Village Commission communications policies & procedures to provide accessible resources and remove accessibility and technology barriers for meetings and engagements.	In Progress	Village staff are working on creating a formal Communications Policy for the Village.
5. Richmond - Update Committee and Council communications policies and procedures to provide accessible resources for meetings and engagements, removing accessibility and technology barriers.	In Progress	Communication plan has been updated and implemented that includes providing information to the public in a more accessible manner.
5. St. Peter's - Partner with the Municipality to review current accessibility standards at key facilities and conduct Rick Hansen Certifications for Village Buildings, particularly for entrances.	In Progress	The Village hired a Rick Hansen Certified consultant to review the Community Hub plans and make recommendations.



Accessibility Advisory Committee Report Card

Timeline: up to Aug. 31, 2024

Progress guide:

Completed

In Progress

Not completed

Action Item	Status	Comments and Updates
<p>6. Richmond - Partner with the Village to review current accessibility standards at key facilities and conduct Rick Hansen Certifications (or alternative certification) for Municipal Buildings, particularly for entrances.</p>	<p>In Progress</p>	<p>Assessments have been completed for the Richmond Administration, Waste Management Facility Scale House, and Petit-de-Grat Library.</p> <p>Funding has been secured and tenders have been issued for some work. Some upgrades have taken place at each location with the tentative completion date to be March 2025.</p>
<p>6. St. Peter's - Embed accessibility considerations into new website design.</p>	<p>In Progress</p>	<p>Ongoing work is taking place to increase the accessibility of the website.</p>
<p>7. Richmond - Update the Municipal website to an accessible standard</p>	<p>Completed</p>	<p>Upgrade has taken place in 2023 with guidelines provided to staff to help maintain an accessible website.</p>
<p>7. St. Peter's - Update and standardize all Village signage with tactile and design elements for those with invisible or cognitive disabilities.</p>	<p>In Progress</p>	<p>Staff are working on new interior signage for buildings and upgrades to current exterior signage throughout the Village.</p>



Accessibility Advisory Committee Report Card

Timeline: up to Aug. 31, 2024

Progress guide:

Completed In Progress Not completed

Action Item	Status	Comments and Updates
8. Richmond - Update and standardize all County signage with Braille, tactile, and other design elements.	In Progress	Signage will be upgraded at Municipal facilities that will participate in the Rick Hansen Foundation Accessibility Certification process.
8. St. Peter's - Review the pedestrian road crossing locations. Upgrade or advocate to the Province for well painted locations with visual and audible cues.	In Progress	Ongoing advocacy conversations with the province to provide upgrades when needed.
9. Richmond - Review recreational programming to identify and propose accessible recreational programming	In Progress	Funding has been secured for accessible equipment. Mobi chairs and mats have been installed at Pt. Michaud. Additional equipment options will be added as funding and resources permit.
10. Richmond - Review the pedestrian road crossing locations and advocate for well-painted locations with visual/audible cues.	In Progress	Ongoing advocacy conversations with the province to provide upgrades when needed.



Accessibility Advisory Committee Report Card

Timeline: up to Aug. 31, 2024

Progress guide:

Completed In Progress Not completed

Action Item	Status	Comments and Updates
<p>11. Municipality & Village partner to offer training and professional development for staff, Council, and local businesses for accessibility.</p>	<p>In Progress</p>	<p>Partnered with AMANS to host plain language training for Municipal and Village staff , as well as for surrounding Municipalities and Villages</p>
<p>12. Attract more people with lived experience to the committee.</p>	<p>In Progress</p>	<p>Fifty percent of the committee are first voice members</p>
<p>13. Richmond - Advocate for and support accessible trail development to ensure the network is safe and accessible for all users.</p>	<p>In Progress</p>	<p>Municipal staff are working with community groups to offer funding opportunities to make trails more accessible for all. Trails strategy was completed in Fall 2022</p>
<p>14. Richmond - Review and revise emergency management planning to include accessibility.</p>	<p>In Progress</p>	<p>Municipal staff are establishing a voluntary vulnerable persons registry as well as a emergency alert system.</p>

The background image shows a presentation screen in a room. On the screen, a woman is shown signing, and the text "ASL Intepre" is visible. The room is dimly lit, and several people are standing in the foreground, some looking towards the screen. The overall scene is overlaid with a blue tint.

Appendix C - IDEA Committee Achievements and Progress: 2021-2024

2021 Accessibility Advisory Committee Highlights

- May 2021 – Richmond County held its first official meeting of their Accessibility Advisory Committee
- July 2021 – The Village of St. Peter's joined the Accessibility Advisory Committee, forming a joint committee between the two municipal units, it was determined that a Village Commission and staff member would join the Joint Accessibility Advisory Committee.
- September 2021 – Both municipalities worked together to ensure a consistent approach to accessibility planning, and Terms of Reference were updated.
- November 2021 – RFP was created and posted for Consultant Selection who would aid in the creation of the first Accessibility Plans for both the Municipality of the County of Richmond and the Village of St. Peter's
- Late November 2021 – Received two submissions from prospective consultants.
- December 2021 – Intelligent Futures was chosen as the successful consultant that would aid in the creation of Accessibility Plans for both the Village and the Municipality.



2022 Accessibility Advisory Committee Highlights

- January 2022 – Staff members from the Municipality and the Village along with 2 committee members attended a workshop with Intelligent Futures to begin the process of forming Accessibility Plans.
- Feb 2022 – A focus group was formed from the larger accessibility advisory committee; they worked together to come up with several action items that would be a major part of the initial accessibility plan.
- April 2022 – Final Action Items were brought forth for the Municipality and the Village, in total there were 14 action items brought forth for the Municipality and 9 for the Village.
- Late April 2022 – The Municipality approved its initial Accessibility plan.
- May 2022 – The Village of St. Peters approved its initial Accessibility Plan.
- May 2022 - both municipalities make Accessibility Week proclamations, with plans being made for a bigger contribution in 2023.
- August 2022 –The Village of St. Peters hires an Atlantic Accessibility specialist to review their community hub project plans.
- September 2022 – The Village of St. Peters receives the final report on the proposed community hub project plans.
- December 2022 – The Municipality of the County of Richmond had a consultant start the process of getting their buildings assessed for Rick Hansen certification.

2023 Accessibility Advisory Committee Highlights

- Jan 2023 – April 2023 – The committee continued to work diligently on recruitment and Accessibility Week plans for the May 2023 events.
- April 2023 – The Municipality of the County of Richmond revamped Website was revamped to be more accessible.
- May 2023 – Proclamation read by both municipal units, flag raising at the Municipal Building in Arichat, and the Community Hub building in St. Peter's. Two Accessibility Week Move It events were held to share information on both Accessibility plans. Partnered with NS Works to host Accessibility Week events. The Municipality and the Village partnered with the Partnership for Access Awareness for Nova Scotia (PAANS) and hosted a wonderful award and scholarship ceremony at the Municipal Building in Arichat.
- September 2023 – the Village of St. Peter's received funding for two adult change tables through the Community Accessibility Fund.
- October 2023 – Discussions on how to act on our plan priorities.
- October 2023 – Staff members from both municipalities attend a Volunteer Fair to share information about the committee and our Accessibility plans.

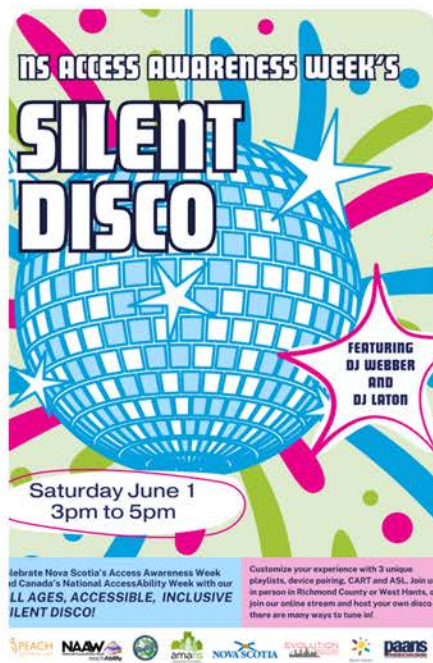
2024 Accessibility Advisory Committee Highlights

- January 2024 – Staff members and one committee member took Accessibility Foundations Training.
- January 2024 – May 2024 – The Committee continued to plan Access Awareness Week activities for Access Awareness in May 2024.
- February 2024 – The Accessibility Advisory Committee was informed of additional requirements to develop a plan to address systemic hate and inequity.
- March 2024 – A volunteer from the Adult Drop-In Program, based out of the St. Peter’s Lions Hall, gave a presentation. Both the rewards and the challenges for the participants were shared.
- May 2024 – Access Awareness events took place in late May 2024, with flag raisings and proclamations in Arichat and St. Peter’s. Two Move It events were held, including a walk where local elementary students completed six laps on the track. The Municipality of the County of Richmond also hosted the Mel Hebb Awards



2024 Accessibility Advisory Committee Highlights

- June 2024 – The first Silent Disco event was held in Louisdale, with many community members coming out to dance and enjoy the music and company.
- June 2024 – A working group was formed to work on plan refresh for both Accessibility needs as well as Diversity, Equity, and Inclusion components.
- October 2024 – A survey was mailed out to all residents in Richmond County to help gauge how government services and amenities could be improved. This community insight helped create an Accessible, Equity, and Anti-Racism plan for both municipalities.
- November 2024 – Survey data was collected. Staff also attended a conference hosted by AMANS (Association of Municipal Advisors Nova Scotia) to aid in plan development.







Planning Advisory/Heritage Committee Report

March 2025

The Committee met on March 4, 2025.

The Committee discussed planning new areas to have two-lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate specific private road standards for the subdivision bylaw that takes into account serviced/unserved areas, number of lots, and the process for making roads public, based on best practices across the province.

The Committee discussed the update from developers.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and, based on initial conversations with developers in the County, reach out to the Nova Scotia Federation of Municipalities (NSFM) to ask for some reflection on the fact that Canadian Mortgage and Housing Corporation (CMHC) is repeatedly seen as ineffectual among rural developers.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and conduct an open process to engage with developers to determine ways the municipality can support housing development.

The Committee discussed the request for the sale of municipal property, PID 78178905.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and deem property PID 75178905 as surplus property.



The Committee discussed the request for the sale of municipal property, PID 75029892.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and deem property PID 75029892 as surplus property.

The Committee discussed lot size restrictions and technology for on-site sewage for unserviced areas.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate lot size restrictions and technology for on-site sewage to allow more flexibility in the creation of lots in unserviced areas for the purposes of advocacy and to spur housing development.

This concludes the monthly report of the Planning Advisory/Heritage Committee for the month of March 2025, and I move its adoption.

Title: 2025 - 2026 Grants Policy

Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:
I certify this to be a true copy of the 2025-2026 Grants Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____.	

Shelley David, Municipal Clerk	

1. Purpose

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

2. Policy Overview

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

3. Types of Grants

3.1. The municipality offers three funding tiers:

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

(See Appendix A for specific funding limits.)

4. Eligibility

4.1. To apply for a grant, organizations must:

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

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

5. Application Process

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

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

5.3 Tier 1 applications must include:

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

5.4 Tier 2 and Tier 3 applications must include:

- a) A completed application form (Appendix C or D).
- b) A project budget and project description.

- c) Proof of financial standing (balance sheet and income statement). Two quotes for purchases or contract work, or a written explanation of why more than one quote was not provided.
- d) Identification of other government funding sources.

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

6. Funding Process

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

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

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

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

7. Acknowledgement of Municipal Contributions

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

8. Budget and Fund Allocation

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

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

8.3 Approved grants must be used within the fiscal year unless an extension is requested in writing to staff before March 31. Extensions beyond one year require Council approval.

9. Grant Allocation Reporting

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

10. Policy Review and Amendments

10.1 This policy is reviewed annually and updated as required.

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

Appendix A: Grant Categories and Limits

Appendix B: Community Grant - Tier 1 Application Form

Appendix C: Community Grant - Tier 2 Application Form

Appendix D: Waterfront Development Projects Grant - Tier 3 Application Form

Policy Review/Amendment

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

Appendix A: Grant Categories and Limits

Community Grant - Tier 1

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

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

Community Grant - Tier 2

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

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

Waterfront Development Projects Grant - Tier 3

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

- The project must meet the eligibility criteria of the [Canada Community-Building Fund \(CCBF\)](#); funding requests will be submitted to the Province by staff for confirmation.



Appendix B - Community Grant Tier 1 Application Form

Maximum Request: \$1,000

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

Please forward your applications to grants@richmondcounty.ca



Appendix C – Community Grant Tier 2 Application Form

Maximum Request: \$7,500.00

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

Appendix C – Community Grant Tier 2 Application Form

Maximum Request: \$7,500.00

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

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

Please forward your applications to grants@richmondcounty.ca



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

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

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

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

All Tier 3 Grant Applications must be CCBF eligible and are subject to prescreening by the Province upon application.

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

Please forward your applications to grants@richmondcounty.ca

**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 for the Municipality of the County of Richmond is hereby amended by:

1. Part 2: “Administration” of the Land Use By-law is hereby amended by replacing the following text in strikethrough with the text in bold:

Variances

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 Sections 232-237 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~~ **fourteen (14)** 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 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 _____ 2025

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2025.

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 for Municipality of the County of Richmond is hereby amended by:

1. Part 5 “Variances” of the Land Use By-law is hereby amended by replacing the following text in strikethrough with the text in bold:

PART 5 – VARIANCES

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 Sections 232-237 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~~ **fourteen (14)** 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 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 _____ 2025.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2025.

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 for the Municipality of the County of Richmond is hereby amended by:

1. Part 2: "Administration" of the Land Use By-law is hereby amended by replacing the following text in strikethrough with the text in bold:

VariANCES

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:
 - e) entitled in the manner prescribed by Sections 232-237 of the Municipal Government Act;
 - f) such notice shall be served ordinary mail;
 - g) where a variance is granted, a property owner served a notice may appeal the decision to the Council within ~~twenty-one~~ **fourteen (14)** days after receiving the notice; and
 - h) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal, 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 _____ 2025.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2025.

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 for the Municipality of the County of Richmond is hereby amended by:

1. Part 2: “Administration” of the Land Use By-law is hereby amended by replacing the following text in strikethrough with the text in bold:

Variations

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:

- i) entitled in the manner prescribed by Sections 232-237 of the Municipal Government Act;
- j) such notice shall be served ordinary mail;
- k) where a variance is granted, a property owner served a notice may appeal the decision to the Council within ~~twenty-one~~ **fourteen (14)** days after receiving the notice; and
- l) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal, 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 _____ 2025.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2025.

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:

1. Section 4.9: “Variances” of the Land Use By-law is hereby amended by replacing the following text in strikethrough with the text in bold:
 - 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 Sections 232-237 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~~ **fourteen (14)** 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 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 _____ 2025.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2025.

Troy MacCulloch, CAO



Memo

To: Municipal Council
From: Shelley David, Municipal Clerk
Date: March 20, 2025
Re: Agencies, Boards, Commissions and Committees (ABCCs) Vacancies

Purpose

The purpose of this memo is to provide Council with information on current and upcoming ABCC citizen appointee vacancies. We would also like to take this opportunity to recognize and thank the current members who are actively participating in ABCCs, contributing their time, knowledge, and expertise. These individuals play a crucial role in ensuring that local perspectives and expertise are considered in the decision-making process. The current vacancies provide an opportunity for others to apply and contribute in a meaningful way.

Current vacancies for citizen appointments

- Inclusive, Diverse, Equitable, Accessible (IDEA) Committee = 2 Vacancies
- Recreation Advisory Committee = 1 Vacancy
- Destination Cape Breton Association Board = 1 Vacancy
- Bras d'Or Lakes Biosphere Association = 1 Vacancy
- Cape Breton Local Immigration Partnership = 1 Vacancy

Upcoming vacancies for citizen appointments

- Summer 2025 – Strait of Canso Superport Corporation = 1 Vacancy
- Fall 2025 – Seven ABCCs will have terms expiring for all or some of their memberships, amounting to 17 memberships that will need to be filled.

Action Required

It is recommended that Council direct staff to advertise the listed current vacancies and provide guidance on how to proceed with advertising the upcoming vacancies.

Attachment: Committee Policy – Appendix A: Committee Matrix

MUNICIPALITY OF THE COUNTY OF RICHMOND (MOCR) COMMITTEE MATRIX

COUNCIL ESTABLISHED ABCCs

Agencies, Boards, Commissions, 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	Audit Committee	3-4/year	Standing / Statutory	Municipal Government Act	5	All Members of Council			1	1					1	
2	By-Law/Policy Committee	2-3/month	Standing	Council	5	All Members of Council			1	1	1	1	1		2 - Max.	
3	Cape Breton Regional Enterprise Network (CBREN) Liaison Oversight Committee	4/year	Inter-Municipal	Agreement		Warden Lois Landry	1		1							14
4	Committee of the Whole	1/month	Standing	Council	5	All Members of Council			1	1	1	1	1			
5	Eastern District Planning Commission (EDPC)	1/month	Inter-Municipal	Agreement	2	Warden Lois Landry Councillor Shawn Samson ALT - Councillor Amanda Mombourquette		1	1							10
6	Eastern Counties Regional Library Board	4/year	Inter-Municipal	Library Act/ Agreement											1	7
7	Fences Arbitration Committee	As Needed	Standing / Statutory	Fences and Detention of Stray Livestock Act	1	Deputy Warden Brent Sampson										1
8	Fire Protection Services Committee	4/year	Standing	Council	1	Councillor Brian Marchand								1		14
9	Inclusive, Diverse, Equitable, and Accessible (IDEA) Committee	1/month	Advisory / Statutory	Accessibility Act	1	Councillor Amanda Mombourquette						1		1	8	3
10	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
11	Landrie Lake Watershed Advisory Committee	4/year	Inter-Municipal	Agreement	1	Councillor Brian Marchand ALT - Councillor Shawn Samson		1			1				1	8
12	Municipal Emergency Management Advisory Committee (MEMAC)	2/year (min)	Advisory / Statutory	Emerg.Mgmt Act	3	Warden Lois Landry Deputy Warden Brent Sampson Councillor Amanda Mombourquette			1				1	1		
13	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
14	Planning Advisory/Heritage Committee	1/month	Advisory/Standing	Council	5	All Members of Council									2	
15	RCMP Advisory Board	4/year	Advisory / Statutory	Police Act	2	Deputy Warden Brent Sampson Councillor Shawn Samson									2	1
16	Recreation Advisory Committee	4/year	Advisory / Standing	By Policy	1	Warden Lois Landry						1		2	8	
17	Eastern Counties Regional Library Board (ECRL)	6/year	Standing / Statutory	Municipal Housing Corp Act	3	Councillor Brian Marchand Councillor Amanda Mombourquette		1							3	
18	Richmond/Port Hawkesbury Joint Park Commission	1/month	Inter-Municipal	Agreement	2	Warden Lois Landry Deputy Warden Brent Sampson Councillor Amanda Mombourquette	1		1							4
19	St. Peter's, Sampsonville and Area Water Utility Board	1/month	Inter-Municipal	Agreement/Municipal Government Act											4	

EXTERNAL COMMUNITY ABCCs - Members of Council / Staff Appointees

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

EXTERNAL COMMUNITY ABCCs - Citizen Appointees

ABCCs		Approximate Meeting Frequency	Committee Type	Appointment Created	Citizen Appt.'s	Other External
29	Strait of Canso Superport Corporation - Strait Superport Board	6/year	External Community	By Policy	1	
30	Destination Cape Breton Association (DCBA)	6/year	External Community	By Policy	1	
31	Bras d'Or Lakes Biosphere Association	6/year	External Community	By Policy	1 To be Determined	
32	Cape Breton Local Immigration Partnership	4/year	External Community	By Policy	1 To be Determined	

EXTERNAL COMMUNITY ABCCs - Municipal Liaison Appointees

ABCCs		Approximate Meeting Frequency	Committee Type	Liaison Created	Members of Council	Appointed	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Other External
33	Doctor Kingston Memorial Community Health Centre	10/year	External Community	By Policy		To be Determined									
34	Raising the Villages	6/year	External Community	By Policy		To be Determined									
35	Richmond County Literacy Network (RCLN)	10/year	External Community	By Policy		To be Determined									
36	Seniors Take Action Coalition (STAC)	Committee 1/month Board 6/year	External Community	By Policy		To be Determined									
37	St. Anne's Community & Nursing Care Centre	11/year	External Community	By Policy		To be Determined									
38	Volunteer Fire Departments	Varies	External Community	By Policy		To be Determined									
	Updated March 20, 2025														

MUNICIPALITY OF THE COUNTY OF RICHMOND (MOCR) COMMITTEE MATRIX

COUNCIL ESTABLISHED ABCCs - CITIZEN APPOINTMENTS

ABCC's CITIZEN APPOINTEES LIST	Expiry	Current Member	Other
Audit Committee	2025	Paula Jesty	
By-Law/Policy Committee	2025	Stacey Morrison	
Eastern Counties Regional Library (Inverness, Guysborough, St. Mary's, Mulgrave, Port Hawkesbury)	2025	Clair Rankin	Councillor Claude P. Poirier, Deputy Warden Janet Peitzsche, Councillor Courtney Mailman Councillor Debbie King, Councillor Blaine MacQuarrie + 2 Provincial Appointees
Fences Arbitration Committee	When a vacancy arises.	Sarah Nettleton	
Inclusive, Diverse, Equitable, and Accessible (IDEA) Committee	2025	Ashley Lavandier	Meghan Hayter, Clerk, Village of St. Peter's
	2025	Shelley Dorey	Allison Martell, Admin., Village of St. Peter's
	2025	Chantal Boudreau	Esther MacDonnell, Commissionaire, Village of St. Peter's
	2025	Jessica MacDouall	
	2029	Dorothy Booher	
	2029	Donna Dittrick	
	2029	(vacancy)	
	2029	(vacancy)	
Landrie Lake Watershed Advisory Committee (up to 4 b/t 3 muns)	To be determined	To be determined	
Planning Advisory Committee/Heritage	2029	Robbin Cotton	
	2029	Robert Wambolt	
RCMP Advisory Board	2025	Doug Landry	James Wilson - Provincial Appointee (exp 2027)
	2029	Stacey Morrison	
Recreation Advisory Committee	2025	Joe McNamara	
	2025	Isaiah Bernard	
	2025	Rodney Diggdon	
	2025	Daphne Campbell	
	2025	Natasha Mury	

	2025	Julissa Stewart	
	2029	Clifford Boudreau	
	2029	(vacancy)	
Richmond Villa Board	2025	Liz Campbell	
	2025	Robert Wambolt	
	2025	Steve MacNeil	
St. Peter's, Sampsonville and Area Water Utility Board	When a vacancy arises.	Billy Digout	5
		Douglas Landry	
		John Campbell	
		Lester Fougere	
EXTERNAL COMMUNITY - Citizen Appointees List			
ABCC's CITIZEN APPOINTEES LIST	Expiry	Current Member	Other External
Cape Breton Local Immigration Partnership		(vacancy)	
Bras d'Or Lakes Biosphere Association		(vacancy)	
Destination Cape Breton Association (DCBA)	2028	(vacancy)	12
Fire Services Association of Nova Scotia (FSANS)	Determined by FSANS		Dave Mayich, appointed by the Fire Protection Services Committee
Strait of Canso Superport Corporation	May 1, 2025	Richard Cotton (2nd term)	12
Updated March 20,2025			

BRIEFING NOTE

Municipality of the County of Richmond

Municipal Flood Line Mapping Program – ECC, Prov NS

Flood Hazard Mapping Project – Baird Consultants

March 18, 2025

Relevant Motions

Action item 400 - Climate Emergency Planning / that Council refer to staff to commence a review and further update our climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a Provincial Funding Navigator to investigate any funding opportunities that could be applied for such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).

PURPOSE

Up to \$125,000 grant to the Municipality of the County of Richmond to engage a consultant to model and map flood impacts of a Hurricane Fiona-like scale events on the coastline in the Point Tupper area. This will provide for a comparison of a recent extreme storm event to be modelled. 1:100 flood events being mapped under the Municipal Flood Line Mapping Program could inform land use planning decisions around major infrastructure investments. This project is the pilot for the Department of Municipal Affairs (DMA) and the Province of Nova Scotia.

SUMMARY

Under the provincial Climate Plan with Environment and Climate Change (ECC), DMA is responsible for improving the quality and availability of water-resource data for better water resource management and flood line mapping. ECC has provided \$2.5 million in fiscal 2024-25 for new province-wide floodplain maps and support for adaptive land-use planning. This has been matched with \$850,000 this fiscal through a contribution agreement with Natural Resources Canada under the Federal Flood Hazard Identification and Mapping Program.

We have been in conversation with Baird and ECC regarding this project since Spring of 2024. We were initially going to be part of a larger project and still may, but in the meantime for this fiscal, it has transformed into this pilot project.

Baird and Associates has now been chosen as the firm to complete this work on behalf of ECC. Their scope of work and diagrams are attached to this memo.

Although this project does not complete the action item noted above, it will add data and research to the topic of interest.

FINANCIAL IMPLICATIONS

This project will be fully funded under the Municipal Flood-Line Mapping Program through ECC, Province of Nova Scotia Ministerial approval of this pilot has been attached to this memo as well.

OPTIONS FOR COUNCIL TO CONSIDER:

1. Approval and authorize staff to enter into this agreement
2. Decline
3. Other options yet to be determined

Attachments:

1. Baird Proposal letter of Feb 26, 2025
2. Ministerial Approval letter of March 07, 2025
3. Draft Grant Agreement with DMA

Mr. Troy MacCulloch
Chief Administrative Officer | The Municipality of the County of Richmond
2357 Hwy 206, P.O. Box 120
Arichat, NS B0E 1A0

via email to cao@richmondcounty.ca

Status: Final
February 26, 2025

Dear Mr. MacCulloch,

Reference # P14278.100.P1.Rev0

RE: PROPOSAL TO EVALUATE FLOODING FROM EXTREME EVENTS IN RICHMOND COUNTY

W.F. Baird & Associates Coastal Engineers Ltd. (Baird) is pleased to submit this proposal to The Municipality of the County of Richmond (Richmond) for professional services related to modeling flooding from extreme events. Baird has extensive experience completing similar numerical modeling studies throughout Canada and internationally. This project is intended to serve as a case study for Nova Scotia, evaluating flood and erosion risk from extreme events, and changes in risk due to sea level rise (SLR) both during extreme events and day to day conditions.

Project Understanding

We understand that Richmond will have standard flood hazard modeling completed throughout 2025-2026 that will generate the municipal flood hazard limits for the 20- and 100-year return period events. For the purposes of this proposal, we will refer to this as the Flood Hazard Mapping Project. These flood hazard limits will be generated according to the provincial flood study technical specifications, which include that the return period water level is determined based on historical data.

The coastal areas of Richmond (Figure 1) include a combination of rural land, communities, and industrial sites. This makes Richmond an interesting area for this case study as there is a population living near the coastline, and significant industrial investment and development in Point Tupper with several developers.

This case study will include the development of a numerical model that will allow Baird to investigate several flood related topics. First, Baird proposes to simulate Hurricane Fiona to evaluate the coastal flooding throughout Richmond. We will do this for present day conditions, and under multiple SLR scenarios representing various timeframes.

Second, we will investigate the impact that SLR will have on tides along the coast of Richmond. It is well researched that SLR will have a non-linear impact on surge and tides in estuaries. For example, if the current

high tide level is 1 m in a certain estuary, and you add 0.5 m of SLR, the new high tide level will likely be greater than 1.5 m. The change in water depth due to SLR results in reduced friction in estuaries that allows more water to flow in and result in a higher water level. We will investigate the change in tide levels at each SLR scenario in addition to the change in surge from Fiona.

Third, we will select an area through discussion with Richmond to evaluate the impacts of compound flooding. Compound flooding in this case refers to the combined effects of storm surge and heavy rainfall, which occurs in Nova Scotia primarily during the hurricane season (June to November) and from strong nor'easters (fall to winter months). When these flooding hazards occur simultaneously, the flooding impacts are exacerbated, and this study will be a good example to highlight the importance of considering compound flood events in hazard planning for the province.

Lastly, the numerical model development will also include a wave model, which will allow us to evaluate the wave energy during an extreme event such as Hurricane Fiona along the coast under present day conditions and future SLR scenarios. This will be done for select priority areas that are most vulnerable to erosion.

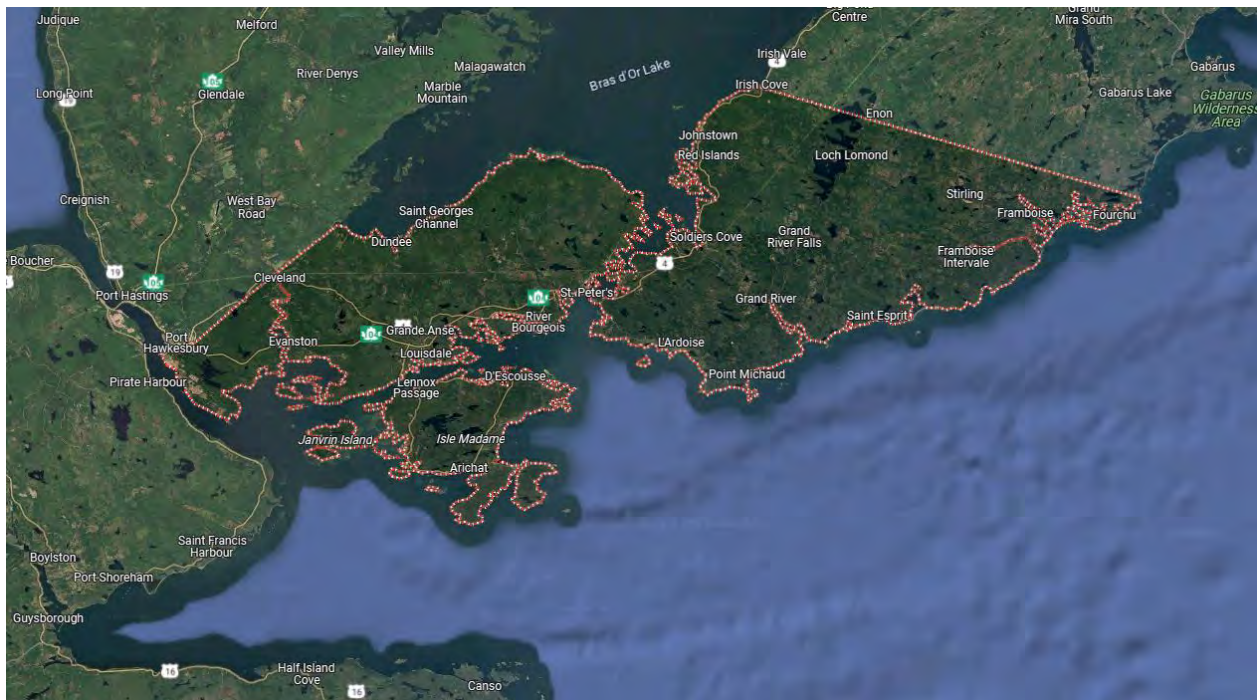


Figure 1: County of Richmond boundary as denoted by the red and white line (Google Earth).

Scope of Work

The scope of work for this proposal includes numerical modeling at the Project site. Baird's scope of work is summarized below.

Existing Data Review

Baird will acquire and review available data near the site that will be required as inputs for the numerical models, and/or will be used to understand the site conditions, including:

- Aerial imagery
- Bathymetry
- Topography
- Proposed infrastructure layout and elevations
- Water levels
- Wind speeds and atmospheric pressure
- Precipitation

No field data collection is included. Baird will make use of publicly available data or data provided by the client.

Numerical Modeling

Baird will develop a 2D numerical model of the site, using the TELEMAC model. The model will cover the project region in a higher resolution and extend offshore into deep water where an offshore tidal (or wave) boundary can be applied. Initial modeling will involve calibrating and validating the model for a storm event using publicly available data.

The following sections describe the various modeling steps that will be completed.

Hurricane Storm Surge Modeling

Baird will model Hurricane Fiona under various sea level scenarios, including:

- Present day conditions
- SLR projections under the RCP8.5 emissions 95th percentile scenario for 2050
- SLR projections under the RCP8.5 emissions 95th percentile scenario for 2100

This will provide an overview of coastal flood risk due to hurricane storm surge for all of Richmond for now and under future sea level scenarios.

Compound Flood Modeling

Baird will identify a location with Richmond's input to investigate the impact of compound flood modeling. Based on a review of topography data, potential locations include Louisdale or Forchu. This modeling will include simulating a hurricane-like storm that will combine storm surge and rainfall in the same model simulation. Simulations will include:

- Modeling a compound flood event for a select location under present day conditions
- Modeling a compound flood event for a select location under the RCP8.5 emissions 95th percentile scenario for 2050
- Modeling a compound flood event for a select location under the RCP8.5 emissions 95th percentile scenario for 2100

Wave Modeling

Baird will identify a location with Richmond's input to investigate the potential change in wave energy at the coastline during an extreme event due to SLR. This will include:

- Modeling waves due to Hurricane Fiona for a select location under present day conditions
- Modeling waves due to Hurricane Fiona for a select location under the RCP8.5 emissions 95th percentile scenario for 2050
- Modeling waves due to Hurricane Fiona for a select location under the RCP8.5 emissions 95th percentile scenario for 2100

Wave energy will be extracted from the model in the nearshore zone at the priority areas to compare how the wave energy changes under future SLR scenarios. Wave energy is a proxy for erosion hazard risk.

Deliverables

Baird will prepare a memo style report documenting the data review, model setup, and model results. Model results will be visualized via GIS based figures, as well as animations that will be shared with Richmond via a PowerPoint presentation.

Schedule

Baird proposes to complete the study within 8 months from receiving a Notice to Proceed.

Assumptions

This proposal is based on the following assumptions:

- No field data collection is included. All work will make use of existing data.
- Baird has assumed four, 1-hour meetings with Richmond/Gov of Nova Scotia throughout the project. This includes a kickoff meeting, two progress meetings, and one final meeting to share the results.
- There will not be a client review of the final report and a required resubmission from Baird.
- No travel is included. All work can be completed remotely, and all meetings can be conducted virtually.

Cost

The estimated cost to complete this study is \$99,392 CAD (including expenses but excluding all applicable taxes). A breakdown of the cost is provided Table 1.

Table 1: Estimate cost (exclusive of applicable taxes)

Task	Cost (\$ CAD)
Data Review	\$13,072
Numerical Modeling	\$63,737
Reporting	\$15,552
Project Management and Meetings	\$7,031
Total	\$99,392

We have attached our standard agreement for your review.

Value Added

Throughout this project, there are a few outcomes with added value for the County of Richmond beyond that listed in the scope of work and deliverables above. These include:

- The modeling will provide a spatial comparison of surge and wave setup along the coast of Richmond that cannot be understood from the limited water level gauges in the region. The model results will show how the surge and wave setup vary across the Richmond coastline during extreme events.
- From our review of available data, including aerial imagery, Baird can complete GIS based analysis to identify what the historical shoreline change has been in high erosion areas.

Potential Future Work

This project will act as a case study for Nova Scotia regarding hurricane modeling and coastal hazard risk evaluation. There are two main areas that we believe this project could lead to beneficial future work for Richmond and Nova Scotia, including:

1. Shoreline change modeling. Building off of the value-added point above regarding completing a review of historical shoreline change for high erosion areas, Baird could use our in-house model called COSMOS to model and predict future shoreline change, including sensitivity to climate change impacts such as SLR and changes in wave climate. This could be completed on a regional or local scale.
2. Developing a database of hurricane storm surge for Nova Scotia. The project described in this proposal includes evaluating hurricane storm surge; however, it is limited in geographical extent to Richmond and the range of hurricanes being considered (only examining Hurricane Fiona). This potential future work would address gaps in Nova Scotia's flood hazard assessment by developing an extensive database of hurricane storm surge events. The current approach relies on historical data, which limits return period estimates to the length and quality of measured records. This is particularly problematic for extreme events, where historical data is often insufficient.

The Nova Scotia Municipal Flood Line Mapping overview document (Appendix B) states that storm surge estimates should be derived from long-term tide gauge measurements and/or modeling. It recommends that an N-year return period estimate be based on at least N/3 years of observations. This means that a 500-year return period should ideally be based on 166 years of data, a requirement rarely met. The document also states "It is cautioned that plausible upper limit storm surges due to a direct hurricane hit may exceed estimates based on limited and localized historical observations. This is particularly relevant along the coastline facing the Atlantic Ocean, as recorded in Halifax Harbour during Hurricane Juan in 2003. Also, the Bay of Fundy's Saxby Gale in 1869 is an example of extreme event not included in recorded data."

To overcome these limitations, this project proposes creating a synthetic database of hurricanes impacting Nova Scotia, representing 1,000+ years of data. Baird would model these storms to generate a robust dataset for evaluating high return period coastal flood levels (100-year and beyond) across the province. Additionally, Baird would integrate climate models to assess how hurricane behavior and storm surge levels may change under future climate scenarios.

In addition, this approach can include compound flood modeling, where the joint probability of rainfall and coastal surge contributing to flooding simultaneously is evaluated to provide a holistic flood hazard assessment.

This initiative would significantly enhance Nova Scotia's flood hazard assessment by replacing reliance on limited historical records for high return period events with a more comprehensive, predictive, and climate-resilient framework for coastal flood risk evaluation.

Thank you for the opportunity to submit this proposal.

With thanks,



Robert Nairn, Ph.D., P.Eng. | Principal
Baird & Associates
E: rnairn@baird.com

enc: Baird Standard Agreement
cc: Fred Scott (Baird)

PURCHASE/PROGRAM APPROVAL

(\$10,000 OR GREATER)

Department: Municipal Affairs

Date: March 7, 2025

Type of Expenditure

<input type="checkbox"/>	Operational Requirement	<input type="checkbox"/>	Satisfaction of Pre-Existing Legal Obligations
<input type="checkbox"/>	Compelling Business Case	X	Grant/Subsidy
<input type="checkbox"/>	Safety & Security/Medical	<input type="checkbox"/>	Other - Specify

Description of Goods/Services/Program/Grant/Project:

Up to \$125,000 grant to the Municipality of the County of Richmond to an engage a consultant to model and map flood impacts of a Hurricane Fiona scale on the coastline in the Point Tupper area. This will provide for a comparison of a recent extreme storm event to the modelled 1:100 flood events being mapped under the Municipal Flood Line Mapping Program and could inform land use planning decisions around major infrastructure investments.

Program Costs (Attach list(s) if required)

Cost	\$125,000	Cost Centre	360900	Stat Order #	143000560
Were these costs included in the estimates/ forecast for the current fiscal year?			Yes		
If no, please indicate the cost centre and cost elements from which the funding will be reallocated - from departmental salary and/or grant savings					
Cost	n/a	Cost Centre	n/a	Cost Element	n/a

Supporting Reasons (If you require additional space, please submit on separate page):

Under the provincial Climate Plan with Environment and Climate Change (ECC), DMA is responsible for improving the quality and availability of water-resource data for better water resource management and flood line mapping. ECC has provided \$2.5 million in fiscal 2024-25 for new province-wide floodplain maps and support for adaptive land-use planning. This has been matched with \$850,000 this fiscal through a contribution agreement with Natural Resources Canada under the Federal Flood Hazard Identification and Mapping Program.

Implications of No Approval:

There will be a delay in meeting the goals of the Climate Plan and we may not be able to spend the entire budget we have been allocated this fiscal year.

Procurement Method:

<input type="checkbox"/>	Tender	<input type="checkbox"/>	Standing Offer	X	<input type="checkbox"/>	Other
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Approved by



Nick Barr - A/Executive Director

Approved by



Associate Deputy Minister

Approved by



Hon. John A. Lohr

Minister

THIS CONTRIBUTION AGREEMENT made as of the _____ day of _____, 2025.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF NOVA SCOTIA, as represented by the Minister of Municipal Affairs (hereinafter referred to as “DMA”)

OF THE FIRST PART

- and -

THE MUNICIPALITY OF THE COUNTY OF RICHMOND, as represented by the Chief Administrative Officer (hereinafter referred to as the “Recipient”)

OF THE SECOND PART

BACKGROUND

1. DMA is responsible for the implementation of aspects of the *Environmental Goals and Climate Change Reduction Act* (EGCCRA) including to work with communities to act on their climate change priorities;
2. Pursuant to subsection 19(1) and in accordance with the expenditure purposes outlined in subsection 112O(2) of the *Environment Act*, SNS 1994-05, c.1, the Minister of DMA has authority to enter into this Agreement for the purposes outlined in the Agreement;
3. The Climate Change Plan for Clean Growth in fiscal year 2022-23 identifies Action #3 to respond to climate impacts. The proposed project aligns with the intended purpose and scope of the Climate Change Plan for Clean Growth action item;
4. DMA wishes to provide financial assistance to the Recipient to enable it to undertake the Project in accordance with this Agreement;
5. Now, therefore, this Agreement witnesses that in consideration of the mutual promises and agreements herein set out, DMA and the Recipient (“Parties”) agree as follows:

PURPOSE

6. The purpose of this Agreement is to set out the roles and responsibilities of the Recipient and of DMA in relation to the contribution that DMA provides to the Recipient to support the delivery of their project, under the Municipal Flood Line Mapping (MFLM) Program as described in Schedule A (hereinafter referred to as the ‘Project’).

TERM OF AGREEMENT

7. This Agreement comes into effect on the date of the last signature (“Effective Date”) and ends on **December 31, 2025** unless terminated earlier in accordance with Articles 9 or 11 of the Agreement.

8. The parties may extend the term of this Agreement by a written amendment at any time.

TERMINATION

9. Notwithstanding Article 14, this Agreement may be terminated by DMA or the Recipient upon giving at least sixty (60) days notice in writing to the other party.
10. Subject to Article 23, in the event of termination in accordance with Article 9 or 11, any funds provided to the Recipient which remain unspent or which were provided for a deliverable not yet provided as of the date of termination or expiration of this Agreement must be immediately returned to DMA.
 - (a) All future payments to Recipient that are scheduled to occur after the date of which the notice of termination was provided under Article 9 or 11 will be withheld by DMA.
11. Notwithstanding Article 9, this Agreement may be immediately terminated by DMA without further liability, damage or cost, if, in the opinion of DMA, the Recipient has breached or defaulted or failed to comply with any of the terms and conditions of this Agreement as outlined under Article 15 and has failed to remedy the same after being given ten (10) days notice in writing to remedy the breach, default or failure.
12. DMA may immediately terminate the Agreement if any of the following events ("Termination Events") occur and such termination events are not cured by the Recipient within 10 days of DMA providing notice of the Termination Event:
 - (a) The Recipient has presented false or misleading information or made false representations.
 - (b) The Recipient is adjudged bankrupt, makes a general assignment for the benefit of its creditors or a receiver is appointed on account of the Recipient's insolvency.
 - (c) The Recipient makes a material misrepresentation or omission or provides materially inaccurate information.
 - (d) The Recipient's acts or omission constitute a substantial failure of performance.
13. DMA in its sole discretion may extend the curation period outlined in Article 12, if deemed appropriate in the circumstances.

DISPUTE RESOLUTION

14.
 - a. The Parties will use reasonable efforts to find a satisfactory resolution to any conflict regarding the interpretation of this Agreement or matters related to the application of this Agreement.
 - b. The Parties will in good faith endeavor to resolve differences, conflicts or disagreement through direct dialogue and discussion.
 - c. In the event that the parties are unable to resolve a dispute, they will submit the dispute to selected mediation mutually agreed upon. If the parties are unable to

resolve the dispute within a reasonable time after referral to mediation or unable to mutually agree to mediation within 30 days of delivery of a written request for mediation from one party to the other, the parties shall submit it to arbitration under the Commercial Arbitration Act, SNS, 1999, c. 5.

ROLES AND RESPONSIBILITIES

15. The Recipient agrees to undertake the Project as outlined in Schedule A which describes the Project activities in detail and to utilize the funds provided under this Agreement in accordance with Schedule B.
 - a. The Recipient also agrees to meet the Performance Targets under Article 28 and as outlined in Schedule C.
 - b. The Recipient is entirely responsible for the complete, diligent, and timely performance of its obligations under this Agreement and implementation of Project activities and Performance Targets outlined herein, through adherence to the eligible expenditures for funding and deadlines specified in this Agreement, in accordance with the terms and conditions of this Agreement and in compliance with all applicable provincial laws and regulations and any applicable municipal by-laws, orders and rules related to any aspect of the Project activities.
16. DMA agrees to provide funding in accordance with Article 19 and Schedule B to the Recipient to support the Project for the term of this Agreement, subject to applicable budget appropriations from the Government of Nova Scotia during the fiscal period in which the payment is to be made.

PAYMENT TERMS

17. Subject to Article 18 and Schedule B, the total funding to be provided to the Recipient by DMA will be **\$100,000 CAD**.
18. The Recipient accepts this funding with the understanding that the funds must be used in accordance with Schedule B and for the activities described in Schedule A and that the work is completed in a competent and reasonable manner, ensuring good value for money.
19. Funding in the amount outlined in Article 17 will be provided immediately following execution of this Agreement and in accordance with Schedule B.
20. Additional special project funding may be provided if there is mutual agreement by the parties. Prior to the release of any special project funding by DMA, the parties shall prepare and sign an amendment to this Agreement describing the special project and the obligations of the parties respecting the special project, including any deliverables.
21. Recipient responsibilities shall include, but are not limited to:
 - (a) THE PROJECT: **Extreme Storm Event Flood Hazard Mapping**
 - (b) Organization and delivery of any deliverables as outlined in Schedule A.

- (c) Maintenance of proper and accurate records, including decision-making records, amendments, and financial records, for at least six years from the end of the term of this Agreement.
- 22. Nothing in this Agreement prevents the Recipient from seeking or obtaining additional funding, including sponsorship from private enterprises or private individuals, to support the Recipient in fulfilling its mandate.

UNSPENT FUNDS

- 23. Any funds which remain unspent after termination under Article 9 or 11 or after the expiration of this Agreement under Article 7, must be immediately returned to the Province, unless the Province agrees in writing to allow the funds to remain with the Recipient and used for a purpose solely determined by the Province. The Province may require that remaining funds be used to support the implement of regulations related to the Statement of Provincial Interest regarding Flood Risk Areas.

JOINT COMMUNICATIONS

- 24. The Recipient agrees to keep the details of this Agreement confidential until DMA has publicly announced the funding of the Project (the 'Official Announcement Date'). DMA will ensure the Recipient is provided with adequate notice of the Official Announcement Date.
 - (a) The Recipient may begin work, including the hiring of staff, in advance of the Official Announcement Date.
- 25. The parties acknowledge that any information-sharing responsibilities under this Agreement are subject to applicable laws, including the *Freedom of Information and Protection of Privacy Act*.

PERFORMANCE

- 26. The Recipient and DMA prior to execution of this Agreement shall establish Performance Targets related to the Project and outline the performance targets in Schedule C attached hereto and forming part this Agreement. Amendments to the performance targets under Schedule C must be made in writing and are subject to DMA consent in accordance with Article 27.
- 27. The Recipient may only request an amendment to a Performance Target in Schedule C if it is reasonable to conclude that a Recipient is likely to fail to achieve the Performance Target by the agreed upon deadline for the target or that they will not be able to achieve the performance target during the term of the Agreement. DMA must be satisfied that the circumstances or conditions respecting the Recipient's inability to achieve the target could not have been avoided by the exercise of reasonable due diligence by the Recipient.
- 28. Subject to Article 27, DMA may approve an amendment to the Performance Targets in

Schedule C, or allow the recipient to remove a performance target if the following notification criteria is met:

(a) The Recipient must notify DMA in writing of its request to amend at least thirty (30) days prior to the earlier of:

- i. the date the Performance Target must be met in Schedule C or
- ii. the date the Project is scheduled to conclude.

(b) Such notice shall include an explanation of why the failure to meet a Performance Target was unavoidable.

If the Recipient achieves their Performance Targets at a lower cost than what was projected in Schedule A, the use of any unspent funds associated with the Performance Target shall be dealt with in accordance with Article 23.

REPORTING

29. The Recipient agrees to provide information and reporting related to the use of the funds provided under this Agreement to DMA during the period that this Agreement is in force, as specified in Schedule A.
30. Representatives of both Parties agree to meeting at least once within the thirty (30) days following the receipt of the Recipient's report to generally review the status of all ongoing work, and to discuss the Recipient's plans for undertaking the remaining work.
31. The Recipient agrees to respond in a timely manner to any inquiry reasonably made by DMA in connection with this Agreement, including but not limited to requests for additional information related to reporting claims.
32. The Recipient shall allow DMA access to all records and documents relating to the Project upon request or as required through an audit.
33. DMA may request at its sole discretion and its own expense, that an audit of the Recipient's Project be conducted at any point in time. The audit will be carried out by an independent accredited auditor and will be in accordance with the audit scope determined by DMA.

ACKNOWLEDGEMENT

34. DMA requires that the Recipient visibly recognize DMA support in all materials, publications and programs related to the Project.
35. DMA support must also be acknowledged by speakers during all public events related to the grant.
36. DMA support must be recognized in all advertising used to promote the Project.
37. DMA logos and marks and sample messages may be requested by contacting the representative of DMA. These logos and marks are for use by DMA partners and the Recipient only.

INDEPENDENT CONTRACTOR

38. It is understood and agreed that this Agreement is a contract for the performance of a service and that the Recipient is engaged as an independent contractor and is not nor shall be deemed to be an employee, servant, or agent of DMA.

SUBCONTRACTORS

39. The Recipient will ensure that it takes prudent and reasonable steps in selecting subcontractors if such are engaged for the purposes of performing the Recipients' obligations under this Agreement. The Recipient will ensure that subcontractors engaged for the purposes of performing the Recipient's obligations under this agreement have appropriate commercial general liability insurance provided that such insurance shall not be required by subcontractors carrying out solely administrative tasks such as research, inspection, or evaluation services.

COMPLIANCE WITH LAWS

40. The Recipient shall give all the notices and obtain all the licenses and permits required to perform the work. The Recipient will comply with all laws applicable to the work or performance of the Agreement.
41. The Recipient will ensure that coverage under the Nova Scotia *Worker's Compensation Act* is maintained for all its employees as it performs work on the Project.

ASSIGNMENT

42. The Recipient shall not assign this Agreement, in whole or in part, without the written permission of DMA.
43. Subject to consent by DMA to assign the Agreement in accordance with Article 42, the provisions of this Agreement shall be binding upon both parties, their permitted assigns, respective heirs, administrators, and successors.

NOTICES

44. All notices under this Agreement shall be deemed duly given; upon delivery, if delivered by hand; or three days after posting if sent by registered mail, receipt requested; to a party at the address set out in this Agreement or to such other address as designated by a party by notice in accordance with this Agreement. Nothing in this article shall prevent notice from being given by any other means.

45.

DMA	Recipient
Maritime Centre, 8 Floor North - 1505 Barrington St PO Box 216, Halifax, NS, B3J 2M4	

TIME SHALL BE OF THE ESSENCE

46. Time shall be of the essence of this Agreement, provided that the time for completing any of the work that has been or is likely to be delayed by reason of Force Majeure may be extended at DMA discretion if the other terms of this Agreement are satisfied.

ENTIRE AGREEMENT

47. This Agreement and the Schedules attached or referred to herein constitute the whole Agreement between the parties unless duly modified in writing and signed by both parties. No representation or statement not expressly contained in this Agreement shall be binding upon either party.

48. The Schedules attached to this Agreement form an essential part of this Agreement and should there be any conflict between the general terms and conditions of the Agreement and the Schedules then the Schedules govern the Agreement interpretation.

GOVERNING LAWS

49. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Nova Scotia.

CONSENT TO BREACH NOT WAIVER

50. No term or provision of this Agreement shall be deemed waived, and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to, a waiver of, or excuse for any different or subsequent or a continuation of the same breach unless expressly stated.

INDEMNITY

51. Except for the negligence or willful misconduct of DMA, the Recipient shall indemnify and hold harmless the Province of Nova Scotia, its Ministers, employees, servants and agents from and against all damages, costs, losses, expenses (including legal fees), claims, demands, actions, suits or other proceedings of any kind or nature, in relation to the Project, which they, or any of them, may at any time incur or sustain as a result of or arising

directly or indirectly and whether by reason of anything done or omitted to be done, as a result of negligence or otherwise, from the performance of any default or delay in the performance of the Recipient's obligations under this Agreement. Notwithstanding the foregoing, the Recipient shall not be liable for any indirect or consequential damages sustained by the Province of Nova Scotia.

52. DMA shall not be liable for any loan, capital lease or other long-term obligation in relation to the Project for which the contribution is provided.

PARTIAL INVALIDITY

53. If any term or provision of this Agreement shall be found to be illegal or unenforceable, notwithstanding, this Agreement may, at DMA option, remain in full force and effect and such term or provision shall be deemed removed from the Agreement.

CONFLICT OF INTEREST

54. The Recipient confirms and warrants that it will, for the duration of this Agreement, avoid and immediately notify DMA of any interest, pecuniary or otherwise, in any business matter that would put it in a real and/or apparent conflict of interest. The Recipient shall immediately notify DMA, in writing should any real and/or apparent conflict of interest arise that could have a direct impact on DMA contribution to the operation.

AUTHORITY

55. The signatories of this Agreement personally warrant that they have the full power and authority to enter into this Agreement on behalf of their respective principals and that the person signing this Agreement on behalf of each has been properly authorized and empowered. Each party further acknowledges that it has read the Agreement, understands it, and agrees to be bound by it.
56. This Agreement (and any amendments) may be signed in several counterparts. A copy of a signed counterpart may be delivered by fax, PDF email or other electronic means which shows a reproduction of the signature and the copy will be deemed to be a signed original.

MISCELLANEOUS

57. All References to monetary amounts in this Agreement or any Schedule shall be to Canadian dollars.
58. *Survival of Terms.* All representations and obligations contained in this Agreement on the part of each of the Parties expressly or by nature shall survive the early termination or expiration of this Agreement until they are satisfied or until they expire by nature. The following sections shall survive the termination of this agreement:

- Article 13 - Curation Period
- Article 17 - Payment
- Article 21(c) and 32 - Retention of Records and Reporting
- Article 23 - Unspent Funds
- Article 31 and 32 - Audit
- Article 51 and 52 – Indemnity and Liability

59. The Recipient shall ensure that the Project is conducted in compliance with all applicable laws.

SIGNED
in the presence of

HIS MAJESTY THE KING, in
right of the Province of
Nova Scotia

Witness

John A Lohr
Minister, Department of Municipal
Affairs

**MUNICIPALITY OF THE COUNTY OF
RICHMOND**

Witness

name,
Chief Administrative Officer

SCHEDULE A – PROJECT PROPOSAL

Project Name	Extreme Storm Event Flood Hazard Mapping
Granting Department	Department of Municipal Affairs (DMA)
Contact Name	Daniel Bryce, Senior Planner
Contact Phone	902-424-7922
Contact e Mail	Daniel.bryce@novascotia.ca
Begin date	March 31, 2025
End date	December 31, 2025

1.0 Requirements

1.1 Project Scope

The **Recipient** will use the grant funds for the purpose of carrying out the work as specified in this agreement. The work is to be carried out through a consulting service contract by the Recipient

1.1.2 Time Frame & Deliverables

The project is administered by Recipient and may include support from relevant First Nations, provincial, municipal, and federal government departments where applicable. Recipient will receive the deliverables and evaluate the work of any consultants with the support of DMA and may include support from other parties.

The project is to obtain mapping of extreme storm flood hazard events that can be used to understand the flood hazard levels along the coastline of Richmond County focused on Point Tupper.

1.2 Project Tasks, Deliverables and Responsibilities

Interim Report

The Interim Report is provided by the consultant to Recipient and shared with DMA. It is meant to provide information on the project's progress and occur approximately halfway through the proposed project. The interim should include:

- **Executive Summary** outlining work to date and a discussion of challenges faced and how they have been or will be overcome. (NOTE: *Any barriers that would prevent the proponent from completing the project requirements on time should be communicated to the DMA contact*)

immediately. Do not wait to flag these in the report).

- **Updated Gantt Chart** based on project timeline submitted with original consultant proposal; clearly indicating any changes.

Draft Report

The Draft report is meant to provide an opportunity for Recipient and DMA to provide feedback to the consultant on the proposed deliverables. The deliverable should be substantially complete with the draft provided with sufficient time to allow for changes to be made before the final deliverables are due. Recipient may want to request a presentation from the consultant on the draft so feedback can be provided immediately.

Final Deliverables

Final deliverables include the models, maps and a report outlining the work completed with specific references to how the MFLM program technical specifications have been considered.

All project deliverables are to be provided to Recipient who will share them with DMA, for review, approval, and acceptance. All deliverables are to be submitted in electronic format. All deliverables are the property of Recipient and the Province of Nova Scotia and can be freely shared with the Federal government and other relevant organizations for use and dissemination.

An accompanying report outlining how the proponent has dealt with comments and feedback on the draft report must be submitted with the final report.

1.3 Department of Municipal Affairs Responsibilities

DMA is prepared to assist and support access to existing data, coordinating contact, reviewing proposals, drafts and final reports from consultants, and helping all parties understand the process and intent of the MFLM Document. The main contact is **Daniel Bryce**, Senior Planner, DMA.

Phone: 902-424-7922 Email: daniel.bryce@novascotia.ca

2.0 Evaluation Criteria for Consulting Services

It is expected that THE RECIPIENT uses an established process for proponent selection with the following requirement for a detailed project plan from the proponent.

2.1 Project Plan

The consultant's project plan should include a project timeline or Gantt Chart that contains tasks that will fulfill the requirements of the project and detail how:

- necessary data will be gathered
- the proponent will deal with minimal data availability
- the proponent will ensure deliverables will meet the needs of the stakeholders
- the proponent will ensure that the stakeholders will have access and understanding of how to interpret the deliverables
- the proponent will ensure that the deliverables are provided by the deadlines.

2.6 Vendor Information Template for RFP

Please provide your Vendor Contact Information.

Vendor Name	
Contact Name	
Contact Phone	
Contact Fax	
Contact e-Mail	

SCHEDULE B – PAYMENT TERMS

This Schedule describes the payment terms for the Project.

Schedule B.1 Payment

Upon executing this Agreement, the Province shall immediately pay the total amount payable under the Agreement as set out in Article 19 to be used towards costs to deliver the Project as outlined in Schedule A and in accordance with the budget. The Recipient will provide DMA with an invoice for this total amount.

Schedule B.2 Eligible Use of funds

Provincial funds may only be expended on the Project permitted under this Agreement and for no other purpose unless expressly agreed otherwise by the Parties in writing.

“Eligible Expenditure” means an expenditure incurred by the Recipient between the execution of this Agreement and the Agreement End date that is eligible for payment in accordance with the terms and conditions outlined below.

The following are Eligible Expenditures, if directly incurred for the purposes of the Project if the terms and conditions set out in this Agreement are met by the Recipient, to the satisfaction of DMA and consistent with summary breakdown outlined below:

Summary Breakdown of Eligible Expenditures

Eligible Expenditure	Allocation
(a) Salaries and benefits of the Project staff (costs that are “caused” by and directly attributable to the program.)	These costs are to be allocated based on employee assignments specific to the Project. Existing staff time does not qualify. This must be a new hire or a secondment/reassignment of staff to a newly created position to support the Project.
(b) Direct Program Costs (costs that are “caused” by and directly attributable to the program.)	
(c) Administrative and Operational Overhead Costs (costs that are not directly “caused” by the program which include without limitation: rent, insurance, IT equipment, senior	These costs are to be allocated based on headcount and program area assigned specifically to the Project. These costs are to be reported at the individual program level

management and administrative staff and governance including audit and professional fees.	and not at the Project or Portfolio level, in the event that there is more than one individual program within a Project.
(d) Funds disbursed to 3 rd party recipients in accordance with the Agreement and as approved by DMA.	

Expenditures, other than those herein allowed, are ineligible unless specifically approved in writing by DMA prior to the time the expenditures are incurred.

SCHEDULE C – PERFORMANCE TARGETS

Performance targets include the following, but can be refined with input from the Parties after this agreement is in place:

Requirements of the Recipient to provide to DMA

- Successful Consultant proposal: Spring 2025
- Project Kick-Off Meeting: June 2025
- Interim Report: Sept 2025
- Draft Visualization: Oct 2025
- Final Deliverables: Nov 2025
- Invoice paid receipts: Dec 31, 2025

BRIEFING NOTE

Municipality of the County of Richmond

Climate Ready Plan – Green Municipal Fund

March 17, 2025

Relevant Motions

Action item 400 - Climate Emergency Planning / that Council refer to staff to commence a review and further update our climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a Provincial Funding Navigator to investigate any funding opportunities that could be applied for such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).

PURPOSE

The purpose of this briefing note is to provide the Municipal Council with information to support the commitment and involvement of the Municipality of the County of Richmond in the Local Leadership for Climate Adaptation Initiative through the Climate Ready Plan Process (CRPP).

SUMMARY

The project started as an application to be part of a project through Natural Resources Canada (NR-CAN) Climate-Resilience Coastal Communities Program to look at:

- Municipal Emergency Preparedness and Response
- Port Resilience
- Cultural Heritage Preparedness and Response
- Critical Infrastructure
- Hazards
- Demographics of the area

A commitment letter partnering with McAllister & Craig Disaster Management Inc. and a coalition of other coastal municipalities was sent December 1, 2023. The application in the end was unsuccessful as NR-CAN felt the project would be better aligned for the CRPP Green Municipal Fund.

A second commitment letter was sent July 23, 2024, partnering with McAllister & Craig Disaster Management Inc. along with a coalition of municipalities in Atlantic Canada to propose a project under the Local Leadership for Climate Adaptation Program. This proposal was focused on Newfoundland and Labrador, Nova Scotia and Prince Edward Island engaging communities of various sizes and attributes to address the complex climate change risks affecting us all.

Although this project does not fulfill the action item outlined above, it represents a Green Municipal Funding opportunity that will contribute data and research to the topic of interest.

FINANCIAL IMPLICATIONS

\$32,000 in-kind contribution, including \$18,500 for regular program staff remuneration. Funding has been applied for from the Green Municipal Fund.

ACTION REQUIRED

Option 1:

Council will approve and once approved, staff will upload onto the Federation of Canadian Municipalities (FCM) website:

1. Signed letter confirming in-kind commitment to the project
2. Council Resolution Letter
3. Staff will attend online education sessions and update information as required

Option 2:

Council can decline to take part

PREPARED BY:	Steve Marcellus
CONTACT PERSON:	Steve Marcellus
DATE:	March 17, 2025

Attachments:

1. Federation of Canadian Municipalities Proposal Outline – July 19, 2024
2. Local Leadership for Climate Adaptation Climate-Ready Plans and Processes Application Form
3. Contribution Letter
4. Draft Council Resolution

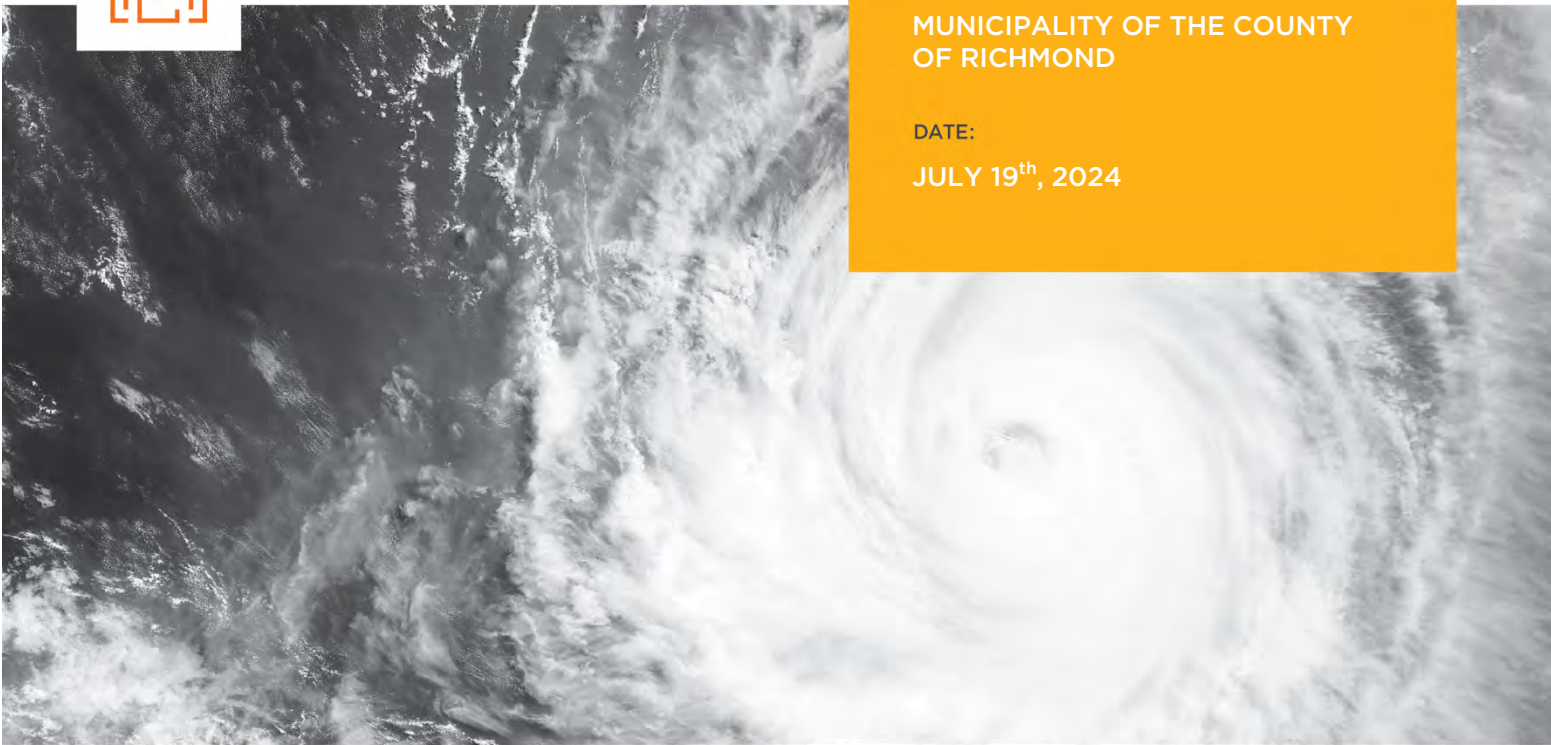
FEDERATION OF CANADIAN MUNICIPALITIES

LOCAL LEADERSHIP FOR CLIMATE ADAPTATION PROGRAM:

PROPOSAL OUTLINE



TOMORROW'S RESILIENCE, TODAY.™



PREPARED FOR:

STEVE MARCELLUS
EMERGENCY SERVICES
COORDINATOR

ORGANIZATION:

MUNICIPALITY OF THE COUNTY
OF RICHMOND

DATE:

JULY 19th, 2024

ADAM MCALLISTER CEO
+1.705.768.8288
amcallister@mcallister-craig.com

mcallister-craig.com
266 Charlotte Street, Suite 401
Peterborough, Ontario, Canada K9J 2V4



**MCALLISTER
& CRAIG**
DISASTER MANAGEMENT

PREPARED FOR:

Steve Marcellus, Emergency Services
Coordinator

ORGANIZATION:

Municipality of the County of Richmond

SUBJECT:

Local level climate adaptation program proposal to accelerate adaptation along the Atlantic coast.

Dear Steve,

The Federation of Canadian Municipalities federally financed Local Leadership for Climate Adaptation (LLCA) Program presents a generational opportunity to protect infrastructure, secure economies, and save lives. All partners want to make smart, risk-informed decisions to reduce risk and increase climate resilience, but no one has the data, and few have sufficient professional training, to truly support integrated, inclusive, and innovative action. Working with communities of various sizes and attributes along the Atlantic coast, our proposed project will mobilize the knowledge and provide the actionable intelligence necessary to address the complex climate change risks facing Canadians living on the eastern edge of the world's longest sovereign coastline.

For 20-25 communities in Atlantic Canada, from provincial capitals to coastal towns, we will deliver a regionally integrated, scalable project that delivers critical training on climate change adaptation and puts best-in-class, locally generated climate adaptation information and intuitive resilience planning tools directly in the hands of local leaders. The proposed project will be delivered as two distinct components.

Component 1. The first component will focus on constructive, contextual training that enable municipal staff, executive, and elected officials to better adapt to climate change. Training will be delivered both virtually with flexible scheduling, and in-person for more operationally focused courses. Topics will include:

Climate Change Adaptation - Preparedness and Response for Today

- Incident Command System Introduction
- Incident Command System for Executives
- Crisis Communications
- Volunteer and Donations Management During Emergencies
- Debris Management
- Business Continuity for Municipal Services
- Ensuring Equitable Response During Municipal Emergencies

Climate Change Adaptation – Resilient Planning for Tomorrow

- Integrating Equity-Informed Climate Adaptation into Plans and Projects
- Cultural Heritage Resilience
- Municipal Data for Risk-based Climate Adaptation
- Prioritizing Risk Reduction in Municipal Planning and Operations
- Whole-of-Community Resilience with the Private Sector
- Managing Assets and Critical Infrastructure for Climate Resilience

Your municipality will also be provided with a package of scenarios and testable problems for use in your emergency exercises, be those municipally-led or driven by the provincial or federal governments. For this component, McAllister & Craig is proud to partner with GlobalMedic, a Canadian registered charity that has worked in Canada and abroad to provide humanitarian to those affected by disaster and conflict. This partnership ensures realistic guidance and operationally relevant training for participating municipalities that are contending with hazards driven by a rapidly changing climate.

Component 2. The second component will generate dynamic, comparable Hazard, Risk, and Vulnerability reports and prioritized climate change adaptation plans for every participating municipality through broad community engagement and established, data-driven assessments that address:

- Emergency preparedness and response systems
- Port resilience
- Private sector disaster resilience support
- Cultural heritage protection
- Asset and critical infrastructure safeguarding
- Canadian core capability analysis

The depth and breadth of data, presented in consistent, shareable formats and collected within similar timescales, coupled with open-access planning tools, will enable strong collaboration within and across communities. This scale of disaster risk knowledge mobilization has never been available to any Canadian community of any size and will demonstrably advance climate change adaptation action at local and regional levels. The resulting integrated, data-driven, visualized, Hazard, Risk, and Vulnerability Assessments will enable partner communities to make systemic, measurable, and meaningful improvements in climate resilience that are locally relevant and regionally replicable. Communities will be positioned to understand their risks as they are today, while visualizing their risks tomorrow through climate-adapted resilience roadmaps. Once this information is in the hands of partner communities, we will convene community-specific workshops to assist with prioritization

of risk reduction activities. Following this, we will convene a series of regional workshops to foster shared risk understanding and generate opportunities for private and public sector investments that benefit multiple communities.

McAllister & Craig is an international consulting firm that builds tomorrow's resilience, today. Our team has worked here at home and all over the world to build local disaster and emergency management capacity. We have developed climate change adaptation programming for global humanitarian organizations and led region-wide business continuity programs across the Caribbean. We have worked successfully in the Canadian context to support large-scale, comprehensive municipal public safety risk assessments, guide critical infrastructure emergency response planning, and assist the Canadian Coast Guard with developmental understanding of asset protection through climate change adaptation. As the national chair for the United Nations private sector disaster resilience network in Canada, I advocate strongly domestically and internationally for public-private collaboration to build a resilient future for our coastal communities. We will apply our team's significant experience with the World Bank, the United Nations, various national, sub-national and municipal governments, disaster relief partners and private sector organizations, to ensure a quality outcome for you via this proposed project.

In terms of commitment necessary for the project, partner communities agree to a maximum 25% in-kind commitment for Component 2 with *no capital investment*, further highlighting the project's value for local leaders. As we move towards comprehensive proposal submissions for Component 1 (August 2024) and Component 2 (September 2024) to the Local Leadership for Climate Adaptation Program, I welcome further discussion with you. We look forward to collaborating with the Municipality of the County of Richmond for the benefit of your community as we build **Tomorrow's Resilience Today**[®].

Sincerely,



Adam McAllister | CEO



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COMPONENT 1

SUMMARY

The proposed Component 1 project fully aligns with Canada's National Adaptation Strategy and the Capacity Development Partner Grants managed by the Federation of Canadian Municipalities' Local Level Climate Adaptation Program. The project will design and deliver climate adaptation and community resilience training over a two-year period. The training will significantly improve municipal readiness for climate change impacts that are being felt today, and for impacts that are expected tomorrow. With consideration for the resilience equity of vulnerable populations within communities, the project will demonstrate how to build resilience in a manner that considers equitable approaches. All trainings will be guided by domestic and international best practice and will ensure transfer of global experience to local whole-of-community resilience.

The capacity developed during this project will directly support Component 2 and may occur in parallel. It will enable climate risk integration into municipal plans, processes, and systems. Importantly, concepts of low-carbon resilience will be introduced to ensure better alignment of sustainability and resilience in municipal growth challenges. The training will target municipal staff and elected officials, and will include basic technical training, in-depth training on specific topics, and inter-municipal collaboration.

Project partners will include communities within the provinces of Newfoundland & Labrador, Prince Edward Island, and Nova Scotia. This spectrum of partner communities will ensure the project delivers transformational knowledge sharing along parts of Canada's coast that will see dramatic changes in the environment, industry, and transportation as the climate changes.

OUTCOME SUMMARY

Canadian community climate resilience will significantly improve through local access to relevant training for climate adaptation. Participating municipalities will prepare and respond more effectively and equitably to the challenges they are already facing, and as result, reduce damages and improve economic recovery from climate-driven emergencies. Municipal plans, processes, and systems will be strengthened and reflect the changing climatic conditions. Municipalities will be better able to consider how

OUTLINE

PHASE 1 Design and Test

DESCRIPTION

Assessed climate adaptation training needs will be confirmed with partner municipalities as well as delivery methodologies and operational requirements. Adult education approaches will be incorporated into curriculum guidance along with associated success metrics. Full training content will be created and tested through pilot delivery with 2-3 municipalities, and revisions made based on partner feedback. Initially identified training topics include:

Climate Change Adaptation - Preparedness and Response for Today

- Incident Command System Introduction
- Incident Command System for Executives
- Crisis Communications
- Volunteer and Donations Management During Emergencies
- Debris Management
- Business Continuity for Municipal Services
- Ensuring Equitable Response During Municipal Emergencies

Climate Change Adaptation - Resilient Planning for Tomorrow

- Integrating Equity-Informed Climate Adaptation into Plans and Projects
- Cultural Heritage Resilience
- Municipal Data for Risk-based Climate Adaptation
- Prioritizing Risk Reduction in Municipal Planning and Operations
- Whole-of-Community Resilience with the Private Sector
- Managing Assets and Critical Infrastructure for Climate Resilience

KEY OUTPUT(S)

- Training Needs Confirmation Report.
- Community Resilience and Climate Adaptation Curriculum (draft)
- Pilot Delivery Report
- Community Resilience and Climate Adaptation Curriculum (final)

DURATION

5 months



PHASE 2 Scale and Reflect

DESCRIPTION

With the training curriculum fully tested for alignment with municipal expectations and grant goals, engagement will be scaled for delivery with all partners. To address the dynamic availability of municipal staff, all basic technical assistance trainings will be conducted a minimum of three times for virtual approaches. For in-depth technical/operational training, strategic locations will be collaboratively identified to limit the need for municipal staff to travel overnight and to enable group participation as well as inter-municipal peer learning.

KEY OUTPUT(S)

- Completion of all virtual and in-person training
- Training Delivery Summary Report
- Peer Learning Exchange Report.

DURATION

12 months

PHASE 3 Collaborate and Practice

DESCRIPTION

Having completed all trainings, municipal staff will be provided opportunity for intra- and inter-municipal collaboration on climate resilience and inclusion of equity considerations in adaptation practice. This collaboration may include sharing experiences with planning methodologies, adaptive response and preparedness successes, and exploration of targeted municipal mutual aid and support agreements. Exercise inclusion packages will be created and provided to all municipal partners based on this collaboration so that knowledge gained through training can be applied in simulated response and complex planning exercises.

KEY OUTPUT(S)

- Community Climate Resilience Collaboration Report
- Exercise Inclusion Package.
- Project Closeout Report

DURATION

6 months

COMPONENT 2

SUMMARY

The proposed Component 2 project fully aligns with Canada's National Adaptation Strategy and the Local Level Climate Adaptation Program managed by the Federation of Canadian Municipalities. It will inform data-driven action plans that outline immediate priorities and enable transparency and accountability for climate adaptation decisions across government. Near-term targets generated by project-supplied, community-based resilience data will ensure defensible, objective immediate adaptation actions that leverage a whole-of-society effort with measurable results.

In short, upon project completion, partner communities in the region will be able to make apples-to-apples community resilience comparisons within their own purview, seek climate adaptation solutions from close analogue partners, and provide transparent, data-driven decisions for capital risk reduction investments. This approach enables consistent, objective use of community resilience data while ensuring each community remains in full control of its own information. Community-enabled partners in government, industry, and non-profit organizations will be positioned to manage appropriately and invest strategically.

Project partners will include communities within the provinces of Newfoundland & Labrador, Prince Edward Island, and Nova Scotia. This spectrum of partner communities will ensure the project delivers truly transformational benefit along parts of Canada's coast that will see dramatic changes in the environment, industry, and transportation as the climate changes.

Component 2 project duration is anticipated to be 24 months.

OUTCOME SUMMARY

Canadian community climate resilience will significantly improve through local access to the risk data necessary for objective, high-confidence adaptation investment. Measurable, meaningful progress through defensible, transparent, targeted action will provide regionally replicable risk reduction that protects infrastructure, secures economies, and saves lives. Community collaboration with federal, provincial, and private sector partners will be enabled by modern, cost-effective use of data and collaborative workshops for the efficient alignment of resources and the design of innovative solutions that build climate resilience.

OUTLINE

PHASE 1 Investigate and Design

DESCRIPTION

Identified assessment types will be derived and enabled for scaled delivery in both remote and in-person formats. Coastal jurisdictions and academia will be investigated and scanned for existing resources to support necessary data set acquisition. Community assessment portfolios and initial scoping, including logistics, will be established.

KEY OUTPUT(S)

- Gap analysis and knowledge graphing matrix to create the assessment type data sourcing.
- Regional community engagement plan (draft)
- Discovery and Resource Report

DURATION

4 months

PHASE 2 Initialize and Refine

DESCRIPTION

With assessment types fully enabled and data collection approaches established, an initial three communities will be selected, and the full assessment portfolio delivered in each of the initial three partner communities. These assessments will include:

- Ready2Respond, the World Bank and United Nations comprehensive assessment of emergency preparedness and response systems at the community level.
- Cultural Heritage Addendum to the Disaster Resilience Scorecard for Cities, the UNDRR Making Cities Resilient program's assessment for the protection of tangible/intangible and moveable/immovable cultural heritage.
- Ports Resilience Index, the U.S. Climate Resilience Toolkits focused assessment for commercial port resilience.
- Canadian Core Capability Assessment for communities, Public Safety Canada's assessment methodology for determining regional disaster resilience capability.



- Emergency Management Logistics Platform coordination, a United Nations ARISE Canada supported engagement tool for enabling private sector supports for community resilience.
- Critical infrastructure data set creation using Public Safety Canada's program structure to identify critical infrastructure assets at community scale.

Resulting data will be fully utilized for creation of digital Hazard, Risk, and Vulnerability reports and associated risk exploration tools. These reports in each of the initial three communities will be generated to confirm accuracy and validate result utility, including cross-community results sharing (where permitted) to establish pathways for improving inter-community sharing of climate change adaptation solutions. Methodology will be refined based on partner community feedback and Natural Resources Canada insights.

KEY OUTPUT(S)

- Assessment Reports for each selected assessment type in each of the initial three partner communities.
- Final partner community engagement plan and timeline based on all-partners collaboration.

DURATION

5 months

PHASE 3 Scale and Share

DESCRIPTION

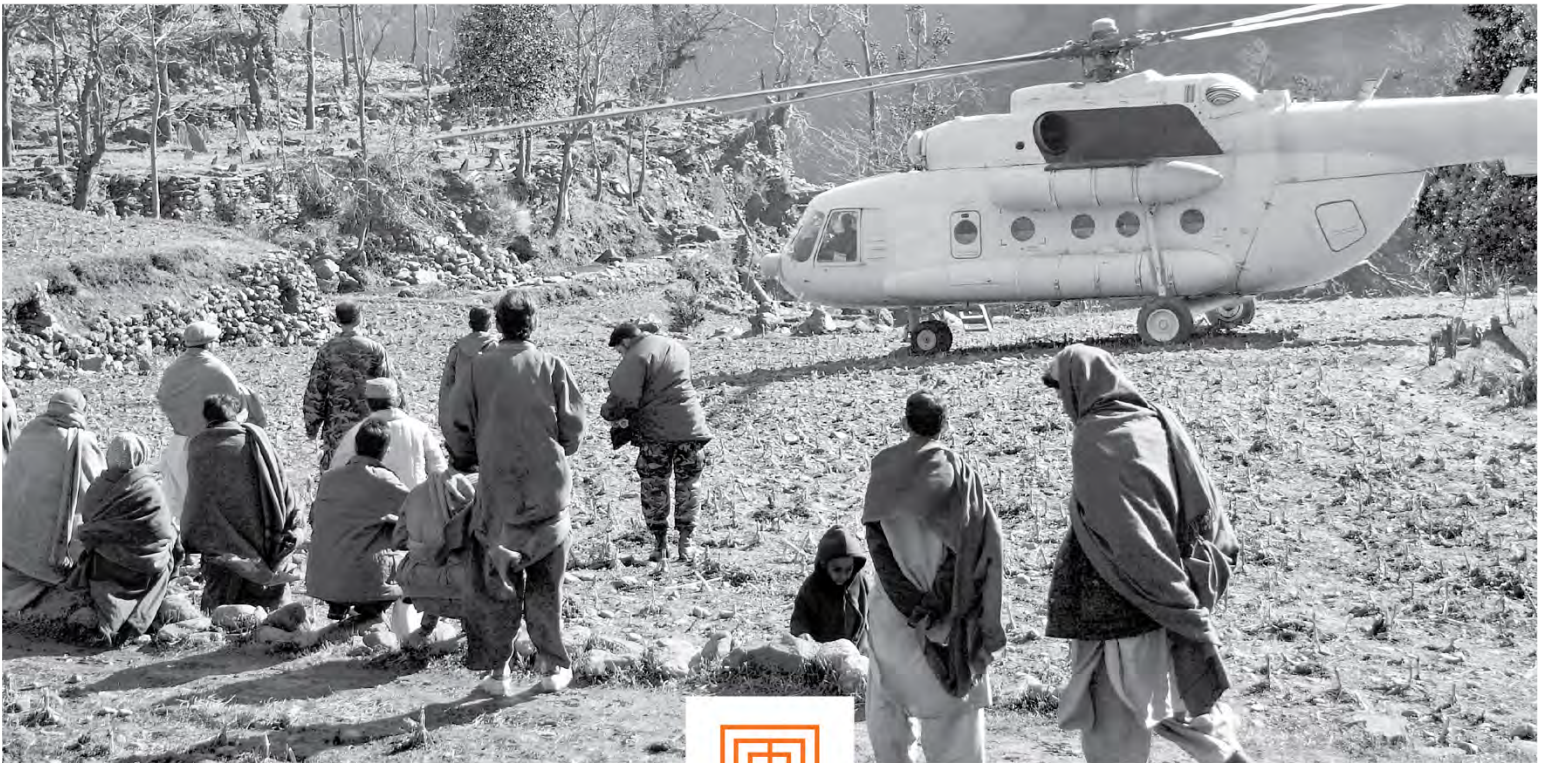
With methodologies refined and engagement logistics clarified, the approach delivered in Phase 2 will be scaled and delivered with the remaining partner communities. Community-level workshops will be held to bring partners together to discuss adaptation priorities through the lens of the recently generated Hazard, Risk, and Vulnerability reports. Following this, regional workshops will be facilitated for partner communities to highlight findings, note adaptation options, and define opportunities for inter-community partnerships to innovate and adapt for improved community resilience profiles.

KEY OUTPUT(S)

- Assessment reports and accompanying data sets for all partner communities
- Local/Regional workshop sessions for data-driven climate adaptation innovations with associated local/regional adaptation prioritization reports.
- Project closeout report

DURATION

15 months





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Local Leadership for Climate Adaptation Climate-Ready Plans and Processes Application form

October 2024

Before you begin

The Green Municipal Fund (GMF) uses this form to collect essential information on your proposed project. Your responses will help us determine whether your project is a good fit to receive funding from Climate-Ready Plans and Processes (CRPP) within the Local Leadership for Climate Adaptation (LLCA) initiative.

This form has six parts:

- Part A: Applicant information
- Part B: Climate-Ready Communities Assessment Tool
- Part C: Collaboration
- Part D: Project information
- Part E: Engagement strategy
- Part F: Declaration and signature

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before proceeding, please make sure that you are following the instructions in the Climate-Ready Plans and Processes Application Guide to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

When submitting your application form and supporting documents through the [FCM Funding Portal](#), please make sure you are uploading supported files as specified in the application guide. Please refer to the [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

Consultants may assist in preparing submissions, but consultants cannot submit applications. Only the lead applicant can submit the application.

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Part A: Applicant information

How did you hear about municipal funding from FCM?

Professional network

FCM event or conference, or FCM-produced resource :

Participating organizations

Please include details on participating organizations in the table below. Note: You must use the full legal name of the organization(s).

Organization name	Organization role
Municipality of the County of Richmond	Lead Applicant and Municipality
Organization name	Organization role
2634024 Ontario Inc. o/a McAllister & Craig	Partner
Add Row	Remove Row

The following two questions apply to the lead applicant

Which of the following community types describes the lead applicant?

- Indigenous community Northern community
 Remote community Rural community
 None of the above

How many people are employed at the lead applicant?

- Less than 5 6-10 11-20 21-50 51-100 101-500 More than 500

The following question applies to the lead municipality

What is the population of the lead municipality?

- ≤10,000 10,001–50,000 50,001–100,000 100,001–500,000 >500,000

Project contacts

Please include project contacts in the table below. Note: Indicate the legal name of your organization (lead applicant). If your organization is not a municipal government, your proposed project must be undertaken in partnership with a municipal government (lead municipality). Please provide the contact information for the municipalities or organizations you are partnering with.

Organization name	Contact name	Job title	Contact role
Municipality of the County of Richmond	Steve Marcellus	Emergency Services Coordinator	Application contact (required)
Address			
2357 Highway 206, P.O. Box 120			
City	Province/Territory	Postal Code	Phone Number
Arichat	Nova Scotia	B0E 1A0	(902) 227-7779
Email			
emo@richmondcounty.ca			

Organization name	Contact name	Job title	Contact role
McAllister & Craig	Adam McAllister	CEO	Consultant (optional)
Address			
266 Charlotte Street, Suite 401			
City	Province/Territory	Postal Code	Phone Number
Peterborough	Ontario	K9J 2V4	(705) 768-8288
Email			
amcallister@mcallister-craig.com			
Add Row		Remove Row	

Part B: Climate-Ready Communities Assessment Tool

IMPORTANT: Completing the [Climate-Ready Communities Assessment Tool](#) is mandatory.

The Climate-Ready Communities Assessment Tool (also known as, "the CRC Assessment Tool" or "the Assessment Tool") has two functions: Firstly, a self-assessment to help your organization build awareness of the key elements of climate adaptation and to develop a snapshot of your current adaptation efforts; and secondly, a roadmap to help identify actionable steps for building climate adaptation.

The Assessment Tool consists of three pillars: (1) People, Partnerships and Governance, (2) Risk and Adaptation Planning, and (3) Integration and Implementation.

Submit your completed Climate-Ready Communities Assessment Tool in the "Supporting documents" section in the [FCM Funding Portal](#).

Community-wide climate risk assessment

We recommend that municipalities working toward climate adaptation, have or plan on having a community-wide climate risk assessment.

Has the lead municipality completed a community-wide climate risk assessment with the following characteristics?

- **Assesses all core service areas:** It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks.
- **Assesses multiple climate hazards:** The risk assessment must encompass an analysis of multiple climate hazards relevant to the community, including but not limited to extreme weather events (such as wind and storms), floods, sea level rise, heatwaves, drought and changes in precipitation patterns.

Yes No

If no, we encourage the applicant to complete a community-wide climate risk assessment within the activities of your proposed project.

Part C: Collaboration

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Collaboration details

Do you plan on collaborating with other communities/municipalities or organizations on this project?

Yes No

Collaborating organizations

Please identify each of the collaborating communities/municipalities or organizations using the table below, including the name and province/territory of the organizations. Please include only one organization per line.

Organization name	Province/territory
City of St. John's	Newfoundland & Labrador
Organization name	Province/territory
Town of Channel - Port aux Basques	Newfoundland & Labrador
Organization name	Province/territory
Town of Conception Bay South	Newfoundland & Labrador
Organization name	Province/territory
Town of Placentia	Newfoundland & Labrador
Organization name	Province/territory
Town of Portugal Cove - St. Philips	Newfoundland & Labrador
Organization name	Province/territory
Town of Stephenville	Newfoundland & Labrador
Organization name	Province/territory
Cape Breton Regional Municipality	Nova Scotia
Organization name	Province/territory
Municipality of the County of Antigonish	Nova Scotia
Organization name	Province/territory
Municipality of the County of Inverness	Nova Scotia
Organization name	Province/territory
Municipality of Victoria County	Nova Scotia
Organization name	Province/territory
Municipality of the District of Argyle	Nova Scotia
Organization name	Province/territory
Municipality of the District of Yarmouth	Nova Scotia
Organization name	Province/territory
Town of Yarmouth	Nova Scotia
Add Row	Remove Row

Please describe below the nature and expectations of your collaborative project and identify specific, tangible benefits that are directly linked to the collaborative approach.

The depth and breadth of our climate risk assessments, presented in consistent, shareable formats and collected within similar timescales, will enable strong collaboration within and across our communities. This scale of resilience and risk knowledge mobilization has never been available to any Canadian community of any size and will

demonstrably advance adaptation action at our local and regional levels. We and our collaborating municipalities will use the Resilience Engine SaaS application to host our data and our dynamic climate risk assessment. The resulting integrated, data-driven, visualized climate risk assessment will enable our collaboration partner municipalities to compare apples-to-apples and make systemic, measurable, meaningful improvements in climate resilience that are locally relevant and regionally replicable.

Once this resilience information is in the hands of our collaboration partners, we will collectively convene knowledge exchange workshops to assist with data-driven prioritization of our resilience building activities. These workshops will be tailored for specific municipal profiles, such as neighbouring municipalities, or municipalities linked by major ferry services. Workshops will explore equitable, innovative solutions that can demonstrably increase community resilience through climate adaptation. The approach will ensure that as our municipalities change economically and demographically, we can adjust our climate adaptation efforts to keep pace, and lead to municipality-specific prioritized climate adaptation plans.

With these prioritized climate adaptation plans completed, we will convene a culminating regional workshop to foster shared risk understanding and generate opportunities to leverage each other's strengths towards low-cost, near-term functional adaptation. We will also explore longer-term options that enable equitable risk reduction, public-private sector collaboration, and critical infrastructure investment.

Part D: Project information

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Project title

Please indicate your project's working title. This title will be used publicly to identify the project.

A climate risk assessment and prioritized adaptation plan for the Municipality of the County of Richmond

Project description

Provide a high-level description of your project. Summarize activities, planned actions and project objectives.

If funding is approved, this section will be used as the public description of your project.

The project will be delivered in the Municipality of the County of Richmond in Nova Scotia. Our municipality of just under 9000 people lies on the southern edge of Cape Breton Island and must adapt to increasing intensity of hurricanes and other severe weather. Flood and forest fires also regularly threaten our community and our infrastructure. This project will vastly improve our ability to plan for a resilient future, while managing for a safe and prosperous today. The full breadth of the collaboration elements will take place within the provinces of Nova Scotia and Newfoundland & Labrador.

Nova Scotia and Newfoundland & Labrador will be severely affected by climate change; rising sea levels of up to two metres by 2150, increased frequency and severity of hurricanes, more intense wildfires and riverine floods, and changes in the seasonal distribution of severe weather. With the objective to enable the management of our municipal risk against such a complex and dynamic challenge, this project will deliver data-driven, visual climate risk management tools that allow our community to see the risk as it is now, to see how climate change will affect our risk profile, and importantly, to discern our best, most equitable options for building a climate-resilient future. Through our collaboration partner municipalities, our project will enhance climate resilience beyond our borders. By sharing our climate risk assessment results and climate risk reduction activities with our collaboration partners, we will create an exceptional benefit that will build social equity, secure our economy, protect our infrastructure, and save lives.

The project will meaningfully engage the full breadth of our municipality, including our equity-deserving groups, the private sector, and various other groups that represent community interests. Our project fully aligns with Canada’s National Adaptation Strategy and the Local Leadership for Climate Adaptation Program; it will create a data-driven, risk-informed climate change adaptation plan that outlines immediate priorities and enables transparency and accountability for climate adaptation decisions across government. Near-term targets generated by project-supplied, community-based resilience data will ensure defensible, objective, immediate actions that leverage a whole-of-society effort with measurable results.

To understand risk and drive adaptation, our community must have actionable information gained from objective, validated, representative data. Moreover, that information must be intuitively accessible and visually sensible so that not only local leadership, but all residents, can understand climate adaptation options and make choices based on facts instead of opinions. Our project will deliver (1) municipality-wide all-hazards mapping, (2) social vulnerability mapping, including equity-deserving groups, (3) physical vulnerability mapping, including critical infrastructure and cultural heritage, (4) information aggregation into a comprehensive climate risk assessment, and (5) prioritized climate adaptation planning, including integration into our existing municipal service models. Through this project, we will use the visual risk tools within Resilience Engine to reflect the data-derived classifications of our municipality’s physical, social, environmental, and economic conditions. This will enable us to create for a trusted picture of risk across our land base. The project has been specifically designed such that there will be no dependency, financial or otherwise, created with respect to future use of Resilience Engine. Moreover, our municipality will retain full ownership of our data and a copy of all data contributing to the climate risk assessment will be a distinct project deliverable.

Importantly, and unlike other climate risk assessments, this project will provide us with more than just a snapshot of risk on a given day. Upon project completion, we will be able to make climate resilience comparisons within our own purview, seek climate adaptation solutions from our close analogue partners within our municipal collaboration group, and provide transparent, data-driven decisions for capital risk reduction investments that build equity through enhanced community climate resilience. We will be able to adjust our risk components to create risk scenarios based on current events and changing hazard exposures due to climate change. We will be able to examine risk scenarios based on full implementation of our municipal master plan, changing demographics, or new developments. Our project will enable consistent, objective use of our community’s resilience data while ensuring we remain in full control of our information. Community-enabled partners in government, equity-deserving groups, industry, and non-profit organizations will also be positioned to manage appropriately and invest strategically immediately following the project and into the future.

Activities and deliverables

Please describe the 1 to 5 activities that compose your proposed project. Complete one row for each activity.

Each activity must also feature at least one deliverable.

Please see the application guide for additional guidance on the level of detail expected.

Activity	Deliverable
<p>Please identify 1 to 5 adaptation related activities.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Conduct a community-wide climate risk assessment • Establish a climate adaptation policy that promotes equitable adaptation • Develop an actionable adaptation plan that includes funding strategy and addresses climate risks and vulnerability • Set up a cross-functional climate team • Training for municipal staff and/or cross-functional climate team members 	<p>Please identify specific items you will send to GMF to demonstrate completion of each activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Community-wide climate risk assessment report • Climate adaptation policy and resolution confirming endorsement by board or council • Adaptation plan • Climate team terms of reference and minutes from first 4 meetings • Training attendance record and copy of training materials



1) Risk and Adaptation Planning - All-hazards mapping.

Objective: To compile all-hazards exposure mapping across the entire municipal land base. This will include use of any engineering reports/studies available as well as qualitative hazard delineation where engineering studies are not available. To ensure comparison between hazards, and for hazard comparison across time and climate change scenarios, a 1% event probability will be used in all cases. For extremely fine-scale decision making, we will complete this mapping using a 30m hex grid. Community partners will be consulted to ensure local knowledge and lived experience is captured when determining where hazards occur across the municipality.

1A) Community engagement strategy for all-hazards mapping.

1B) Data standardized geo-referenced digital hazard maps, and associated data sets, for each hazard occurring within the municipality, including but not limited to extreme weather, floods, sea level rise, heatwaves, drought, and precipitation patterns.

2) Risk and Adaptation Planning - Social vulnerability mapping.

Objective: To compile social vulnerability mapping across the entire municipal land base. This will include use of highly localized, high confidence statistical data coupled with multi-source validated population counts. Social vulnerability characteristics will be defined through inter-department municipal input and community engagement. It will specifically address use of equity-deserving group categories to ensure representation within climate risk assessment and the risk reducing investments that assessment enables. To ensure alignment with other aspects of climate risk, this data will be captured at a very fine scale within a 30m hex grid.

2A) Community engagement strategy for social vulnerability mapping.

2B) Data standardized geo-referenced digital social vulnerability maps, and associated data sets, for each social vulnerability element, e.g. people with low income, female, elderly, etc., within the municipality.

3) Risk and Adaptation Planning – Physical vulnerability mapping.

Objective: To compile physical vulnerability mapping across the entire municipal land base. This will utilize available and new data to capture point assets (e.g. hospital) and linear assets (e.g. roads) that are owned by the public sector and the private sector. To ensure an equitable approach to considering physical vulnerability, physical vulnerability mapping will also include cultural heritage that is moveable and immovable, as well as tangible and intangible. Categorization of physical vulnerability elements will be determined through inter-department municipal input and informed by the federal critical infrastructure categories. Community engagement will allow a fulsome view of physical vulnerability and enable the mapping to capture elements that may be known by certain community members but that are not currently identified in available geo-referenced data sets. All physical vulnerability data points will be defined within a 30m hex grid to enable consideration in alignment with other climate risk assessment categories.

3A) Community engagement strategy for physical vulnerability mapping.

3B) Data standardized geo-referenced digital physical vulnerability maps, and associated data sets, for each physical vulnerability element, e.g. health, telecommunications, houses of worship, cemeteries, UNESCO World Heritage sites, etc.



<p>4) Risk and Adaptation Planning – Comprehensive climate risk assessment</p> <p>Objective: To aggregate all available climate risk data sets covering hazards, social vulnerability, and physical vulnerability into a fully transparent, community informed, data-driven climate risk assessment. This will include intensive data analytics and intuitive data visualization to enable our municipal staff and leadership to better understand our risk as it is today, and the risks that we face tomorrow due to our changing climate. We will consult broadly with organizations and individuals in our municipality, including equity-deserving groups, to ensure the climate risk assessment reflects not only the baseline climate risk, but also how our residents perceive that climate risk.</p>	<p>4A) A highly visualized, data-driven, transparent climate risk assessment that utilizes hazard, social vulnerability, and physical vulnerability to quantify climate risk. Our climate risk assessment will be dynamic, enabling the development of risk scenarios based on changing demographics, hazard exposures, infrastructure development, and social capital over time. This will allow our municipal team to build a community future that is climate resilient and that reduces inequity.</p> <p>4B) Climate risk assessment community engagement strategy, including engagement records, meeting/ workshop minutes, etc.</p> <p>4C) Community-driven perceived climate risk scenario, including side-by-side comparisons with the baseline risk assessment.</p>
<p>5) Risk and Adaptation Planning – Prioritized climate adaptation and integration plan.</p> <p>Objective: To transfer findings from the climate risk assessment into a prioritized climate adaptation plan that is informed by the community and based on best available data. This will allow the municipality to explore service delivery options and prioritize capital investments in a manner that best reflects the community today and ensures development that is equity-informed and climate resilient. With our climate adaptation priorities established, we will collaborate with our partner municipalities that have identified similar risk profiles and climate adaptation priorities to explore existing solutions and new development opportunities that will have an observable, quantifiable climate risk reduction benefit.</p>	<p>5A) A climate adaptation plan that prioritizes our capital investment based on equitable climate risk reduction and identifies options to integrate climate risk reduction into existing municipal service delivery in a manner that fully serves the diversity of our community. As climate risk will be localized at a sub-asset scale, this climate risk assessment will also enable consistent, cost-effective asset-specific adaptation plans for individual infrastructure assets, be those public or private sector. As such, our municipality will be better empowered to protect our assets both through community-scale adaptation, and through asset-specific risk reduction, all from a common risk picture.</p> <p>5B) Community engagement strategy to assist in developing the prioritized adaptation plan, including engagement records, workshop/meeting minutes, etc.</p> <p>5C) Collaboration report outlining inter-municipal knowledge exchange engagements, identified shared priorities, solution options, etc.</p>
<p>Add Row</p>	<p>Remove Row</p>

Outcomes

Describe what you'd likely achieve through your proposed activity(ies) and how this will increase your community's climate resilience.

In addition to the deliverables, you can also describe the long-term impact the activity(ies) will ultimately have on your community.

In addition to the Deliverables noted above for each Activity, our project will have significant long-term impact on our community's climate resilience. All municipalities want to make smart, risk-informed decisions to reduce risk and increase climate resilience, but no one has the data to truly support integrated, equitable, innovative action. By understanding our climate risk through highly reliable, community validated data, we will have the actionable information necessary to address the complex climate challenges we face.

With a completed climate risk assessment and prioritized climate adaptation plan, our municipality will be able to act now to limit the accrual of risk through decisions and directions that would otherwise be uninformed on climate risk. We will be able to plan development in areas that are not only safe today, but that will remain safe from climate-driven hazards in the future. We will be able to manage municipal capital investment to ensure today's infrastructure investments mitigate anticipated climate change impacts. We will be able to understand how equity-deserving groups in our municipality are affected by climate risk, and explore how our services can best support their needs. The deliverables from this project will have a transformative impact on our municipality's climate resilience and enable collective local leadership for climate adaptation.

Capacity to deliver

Internal project team

Lead applicant: please describe the structure and composition of your internal project team using the table below.

Full name [if known]	Title	Role and responsibilities
Steve Marcellus	Project Coordinator	The Project Coordinator will be the primary linkage with McAllister & Craig. They will ensure the project is delivered in alignment with municipal objectives, provide data contacts to the Consultant, as well as identify and support engagement of community partners. Using the municipality's capacity and expertise in emergency management and climate change, the Project Coordinator will also lead the review and approval of deliverables, ensure timely processing of invoices for the Consultant, lead intra-department engagement during the project, lead inter-municipal collaboration, and ensure project line-of-sight with the municipality's executive leadership.

Full name [if known]	Title	Role and responsibilities
Troy MacCulloch	Project Executive	Our Project Executive will provide executive oversight for the project. This will include regular briefings with our Project Coordinator, final approval of all deliverables, and provision of project updates to our political leadership. The Project Executive will also support and encourage engagement in the project by our various community partners, including equity-deserving groups, the private sector, and community organizations.

Add Row	Remove Row
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If you are unsure of your internal project team’s structure at this time, please identify how you plan to build your project team and what the anticipated roles are.

The project will be coordinated by the individual noted above. However, to ensure the most accurate representation of municipality risk information, various additional contacts will be made within the municipal staff to gather the best available data. It may include personnel from public works, planning, public safety, community development, etc. These contacts with staff may take the form of qualitative interviews, provisioning of data, completion of surveys, etc. It will not take the form of day-to-day engagement in the project as part of regular business for those individuals.

Note: Keep in mind that staff remuneration is an eligible cost for this funding offer and can be leveraged to support this project. Refer to the application guide for more information (refer to Appendix A: Eligible costs of the guide).

External project team (includes consultants)

Do you plan on working with consultants or other external resources on this project?

Yes No

If you answered yes, please identify those external resources or service providers and describe their role, (if known) in the table below. This includes contracted project managers, subject matter experts and other service providers.

Full name [if known]	Title [if known]
Adam McAllister	CEO
Organization/Company name [if known]	Organization type
McAllister & Craig	Consultant / service provider
Role and responsibilities	
<p>McAllister & Craig’s team of project managers and subject matter experts positions them to successful lead project implementation and the associated community engagement in close collaboration with our municipal staff. They will lead project management and delivery, community engagement, data gathering and analysis, report development, data visualization, climate scenario development collaboration, and creation of all project related reports.</p> <p>Climate adaptation requires local action first, and to be sustainable it must engage a whole-of-society approach within that local context. For example, a seawall alone will not build long-term resilience, no matter how robust the design. Rather, communities must first be enabled to truly understand their risk as it is now, so that there is context for how that risk will change due to a dynamic climate. To understand the complexities of risk, and the paths forward, diverse backgrounds and experiences are necessary for teams tasked with supporting communities as they navigate how to build climate resilience up from the local scale, rather than down from the national scale. McAllister & Craig brings a diverse team to our project. With significant experience in Canada and over 50 countries, their team understands how climate change is driving risk in communities all over the world – from the Ayeyarwady Delta in Myanmar and the Ganges River Delta in Bangladesh to the marine port cities along Canada’s coasts and the critical infrastructure distributed across our rural communities.</p> <p>They know from experience that understanding climate risk and building resilience through adaptation means exploring the systems in the community and collaborating with the equity-deserving groups directly engaged in the community. To deliver this project, their team brings world-class expertise in:</p> <ul style="list-style-type: none"> • Project management • Climate adaptation • Natural hazard risk reduction • Equity, diversity, and inclusivity in community development • Data science and visualization • Critical infrastructure resilience • Coastal inundation mapping • Resilient cultural heritage management • Disaster risk management • Community health 	

• Environmental management

The following individuals within the McAllister & Craig team will be assigned to this project:

Adam McAllister - Project Executive

Adam has engaged directly with senior political leaders, business executives, and development agencies around the world to improve public safety, private sector partnerships and climate change resilience. Prior to founding McAllister & Craig Disaster Management, Adam led the World Bank's emergency preparedness and response global advisory team and supported government emergency management programs in Canada. In Canada, he has been responsible for continent-leading risk-sensitive land-use planning policies and innovative nature-based solutions for climate adaptation.

Adam holds a Master's degree in Disaster and Emergency Management and was the recipient of one of Canada's highest public service awards for his role in contingency planning. He was also awarded the Commander's Medallion from the Canadian Armed Forces for his leadership in civilian-military disaster exercise planning. As the National Chair for the United Nations private sector resilience network (ARISE Canada), and Board Member for the Canadian Emergency Preparedness and Climate Adaptation Conference, Adam establishes coherent risk reduction actions that serve communities at all levels around the world.

Sophia Craig - Project Manager

Sophia brings a strong background in local, sub-national and national level resilience program governance and a pragmatic, optimistic approach to program leadership. Her excellent emergency management and program design skills were established through direct experience with complex emergencies in developing and fragile nations. She is a strategic thinker, able to translate international best practice and vulnerable population interests to the operational context of the jurisdictions in which she works. With her experience delivering the emergency and risk management program for one of Canada's largest and most culturally diverse regional municipalities, Sophia understands the challenges and practicalities of building local, representative community resilience.

Before founding McAllister & Craig, Sophia provided leadership as the United Nations Health Cluster Coordinator in Afghanistan and as the Country Director for Medical Emergency Relief International across south Asia and Africa. She holds a Master's degree in Disaster and Emergency Management.

Michael Fedak - Senior Data Scientist

Michael is a risk management data specialist with significant experience developing and implementing information management solutions, early warning systems, and comprehensive risk statistics for governments, private sector infrastructure owners, regional disaster management agencies and multi-lateral institutions. He has worked with clients in Canada, the United States, the Caribbean, and Eastern Africa to design and build local technical capacity for climate change adaptation, emergency preparedness and post-disaster recovery.

Michael has worked across various data management and analysis platforms, including ArcGIS, SPSS, PANDAS/Jupyter, PowerBI and PostgreSQL, to improve resilience and public safety outcomes. He is actively involved with the development of open-source software and data, including training teams to use these tools and platforms in context to ensure sustainable capacity. Michael holds a Master of Science in Applied Science as well as an Advanced Diploma in Geographic Information Systems.

Erica Fleck - Senior Advisor, Coastal Community Resilience

As the former Director of Emergency Management for the largest municipality on Canada's Atlantic coast, Erica brings extensive experience in building and managing municipal resilience programs. Balancing longer term climate adaptation action with near-term needs to address emergencies, she has proven capability to work with a large, diverse population and forge risk reduction plans that are truly representative of a community. Prior to joining



municipal government, Erica was appointed as the Commanding Officer for Canadian Armed Forces' Joint Task Force Atlantic where she led integrated emergency response operations with officials across all orders of government.

Erica holds a Master's degree in Defence Studies and was awarded the Order of Military Merit by the Canada's Governor General. She is an alumni of the US Homeland Security International Visitor Leadership Program which has seen her work throughout the US and in Chile with emergency management partners from around the world.

Barbara Minguez-Garcia - Senior Advisor, Cultural Heritage Resilience

Barbara Minguez Garcia is a Disaster Risk Management and Cultural Heritage Specialist, with over thirteen years of international experience. With a focus on integrated cultural heritage resilience, she has worked at the UNESCO Emergency Preparedness and Response Unit, the World Bank and the Global Facility for Disaster Reduction and Recovery (GFDRR) in several countries and projects, including Central America region, Ecuador, Myanmar, Bhutan, Uzbekistan, Saudi Arabia, Iraq, and Japan, among others.

Before this, she worked at the Cultural Offices of the Embassy of Spain in Washington, D.C. and the Spanish Consulate in New York, N.Y., and collaborated with the U.S. National Parks Service. Barbara is member of the International Committee on Risk Preparedness, and mentor for the International Centre for the Study of the Preservation and Restoration of Cultural Property's climate resilience program known as First Aid and Resilience for Cultural Heritage in Times of Crisis and Net Zero: Heritage for Climate Action Programs.

Simon Mead - Senior Advisor, Climate Change and Community Development

Simon has twenty-five years of experience in the international development sector, during which he has worked in approximately 20 countries in Africa, South Asia and South-east Asia. With a sector focus on climate resilience, his specializations include water, sanitation and hygiene (WASH), environmental assessment and management, watershed management and community-based climate adaptation.

Recent assignments have included environmental assessment and planning for several large health, education and livelihoods programs implemented by the Aga Khan Foundation, coordinating and co-editing the UNICEF/WHO publication "State of the World's Sanitation" and major climate change programmatic evaluations and strategic reviews for clients including the World Bank, the African Development Bank and WaterAid UK.

Paul Murphy - Senior Advisor, Risk Control and Strategic Mitigation

Paul is a qualified, experienced, and accomplished international risk, response, and resilience practitioner. His thirty years of varied and detailed strategic and technical experience spans fourteen countries and highly complex engagements. His work includes building sustainable risk management capacity and capability in low-resource areas and establish national programs that provide local risk reduction support. Prior to his international work, Paul served his community and his country as a fire and rescue service commander and as a mission coordinator for the Irish Defence Forces.

Paul holds an M.Sc. in Disaster Management and is an Emotional Intelligence in Crisis Ph.D. researcher at Dublin City University. He is a founding member of the Disaster and Emergency Management Board at Coventry University, UK, and was a founding director of the Syrian White Helmets. Paul is certified by the International Standards Organization in the fields of business continuity, crisis management, and organizational resilience.

Wes Minor - Project Administration

Wes is a capable, results-oriented resilience manager and development professional who strikes the right balance between operational program realities and strategic resilience objectives. He has significant experience in Israel and in Africa where he managed large-scale USAID critical infrastructure reconstruction and hardening projects as well as volcanic eruption relief programs.

Through his academic pursuits in engineering technology and disaster risk management, Wes is well positioned as a knowledge bridge for multiple resilience disciplines. He holds a Master's degree in Disaster and Emergency Management as is a certified Project Management Professional.

Add Row

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Project challenges and mitigations strategies

Identify potential risks and challenges in executing this project. Provide your proposed mitigation strategy for each risk or challenge.

Project risk/Challenges	Mitigation strategies
Major Emergency	Low probability / high impact. There is potential for a major regional emergency, such as a hurricane, to affect single or multiple municipalities within the municipal collaboration group and disrupt the project timeline. To mitigate the risk, the project timeline will include sufficient buffer to absorb operational delays, and will also enable multiple engagement points for intermunicipal information sharing related to climate change adaptation solutions.
Municipal department staff turn-over	Medium probability / low impact. Staff turn-over at all levels is a functional reality for municipal public services. While the impact on the project would be low, regular communications and multiple participants within each municipality will ensure continuity of effort and municipal engagement. To ensure the project is not disrupted, the primary municipal contact will regular brief the secondary municipal contact to ensure a dynamic project coordination transition if necessary.
Delivery partner instability	Low probability / high impact. There is some risk of service delivery disruption by any partner, and this could potentially delay project delivery. As a strong mitigation, McAllister & Craig has an existing, well-tested business continuity plan in place, as well as a cadre of advisors that could provide urgent coverage to ensure the project remains on track in the unlikely event that they experience an emergency. The firm's track record of project delivery in Canada and in developing countries also supports their ability to remain stable during project implementation, despite any potential disruptions.
Scope / Partner changes	Low probability / medium impact. There is potential for other municipalities to seek engagement with the collaboration group during the 24-month project timeline. While increased inter-municipal collaboration is encouraged, there is potential for existing municipal collaboration partners to have reduced time to share experiences and ideas. As mitigation, municipal requests for inclusion in the collaboration group will be assessed during the project based on community cohort

engagement, regionality, and similarity in climate risk assessment approach.

Add Row

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Part E: Engagement strategy

Before completing this part, please make sure that you are consulting the section on inclusive engagement in the [Climate-Ready Plans and Processes Application Guide](#) for guidance.

Inclusive engagement

Proposed projects that meaningfully address **reconciliation and/or anti-racism, equity, and inclusion** could be eligible for a 15% cost-share top-up on the grant amount.

Will your project include inclusive engagement with equity-deserving groups?

Yes No

Equity-deserving groups, including rights holders	Level of engagement
Indigenous Persons	Involve
Description	
<p>Minimum engagement opportunities are noted below in the engagement practices text box. However, additional engagement approaches appropriate for our community and the equity-deserving groups within it will be defined during development of Activity-specific engagement strategies and implemented during Activity delivery. These opportunities will meet and possibly surpass the requirements to achieve the Involve engagement level. In our project outputs, through the use of Resilience Engine to establish our hazard, risk, and vulnerability assessment, we will ensure an opportunity for Indigenous Persons to confidentially share areas that contain culturally-sensitive values. We will also ensure opportunity for Indigenous Persons to generate a distinct perceived risk scenario that is fully representative of their values, regardless of the data that may be shared. In this way, Indigenous Persons will be able to view not only how their perception of risk appears on the land base, but they will also be able to make informed decisions regarding collaborative prioritization of climate adaptation actions that best align with their perceived risk, thereby meeting or surpassing the Involve engagement level.</p>	

Equity-deserving groups, including rights holders	Level of engagement
Racialized Persons	Involve
Description	
<p>Minimum engagement opportunities are noted below in the engagement practices text box. However, additional engagement approaches appropriate for our community and the equity-deserving groups within it will be defined during development of Activity-specific engagement strategies and implemented during Activity delivery. These opportunities will meet and possibly surpass the requirements to achieve the Involve engagement level. In our project outputs, through the use of Resilience Engine to establish our hazard, risk, and vulnerability assessment, we will ensure an opportunity for Racialized Persons to confidentially share areas that reflect this groups perceived risk. We will also ensure opportunity for Racialized Persons to generate a distinct perceived risk scenario that is fully representative of their values, regardless of the data that may be shared. In this way, Racialized Persons will be able to view not only how their perception of risk appears on the land base, but they will also be able to make informed decisions regarding collaborative prioritization of climate adaptation actions that best align with their perceived risk, thereby meeting or surpassing the Involve engagement level.</p>	

Equity-deserving groups, including rights holders	Level of engagement
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Persons with Disabilities	Involve
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Description

Minimum engagement opportunities are noted below in the engagement practices text box. However, additional engagement approaches appropriate for our community and the equity-deserving groups within it will be defined during development of Activity-specific engagement strategies and implemented during Activity delivery. These opportunities will meet and possibly surpass the requirements to achieve the Involve engagement level. In our project outputs, through the use of Resilience Engine to establish our hazard, risk, and vulnerability assessment, we will ensure an opportunity for Persons with Disabilities to confidentially share areas that reflect this groups perceived risk. We will also ensure opportunity for Persons with Disabilities to generate a distinct perceived risk scenario that is fully representative of their values, regardless of the data that may be shared. In this way, Persons with Disabilities will be able to view not only how their perception of risk appears on the land base, but they will also be able to make informed decisions regarding collaborative prioritization of climate adaptation actions that best align with their perceived risk, thereby meeting or surpassing the Involve engagement level.

Equity-deserving groups, including rights holders	Level of engagement
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Women	Involve
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Description

Minimum engagement opportunities are noted below in the engagement practices text box. However, additional engagement approaches appropriate for our community and the equity-deserving groups within it will be defined during development of Activity-specific engagement strategies and implemented during Activity delivery. These opportunities will meet and possibly surpass the requirements to achieve the Involve engagement level. In our project outputs, through the use of Resilience Engine to establish our hazard, risk, and vulnerability assessment, we will ensure an opportunity for Women, as an Equity-deserving Group, to confidentially share areas that reflect this groups perceived risk. We will also ensure opportunity for Women to generate a distinct perceived risk scenario that is fully representative of their values, regardless of the data that may be shared. In this way, Women will be able to view not only how their perception of risk appears on the land base, but they will also be able to make informed decisions regarding collaborative prioritization of climate adaptation actions that best align with their perceived risk, thereby meeting or surpassing the Involve engagement level.

Equity-deserving groups, including rights holders	Level of engagement
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2SLGBTQIA+	Involve
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Description

Minimum engagement opportunities are noted below in the engagement practices text box. However, additional engagement approaches appropriate for our community and the equity-deserving groups within it will be defined during development of Activity-specific engagement strategies and implemented during Activity delivery. These opportunities will meet and possibly surpass the requirements to achieve the Involve engagement level. In our project outputs, through the use of Resilience Engine to establish our hazard, risk, and vulnerability assessment, we will ensure an opportunity for 2SLGBTQIA+ People to confidentially share areas that reflect this groups perceived risk. We will also ensure opportunity for 2SLGBTQIA+ People to generate a distinct perceived risk scenario that is fully representative of their values, regardless of the data that may be shared. In this way, 2SLGBTQIA+ People will be able to view not only how their perception of risk appears on the land base, but they will also be able to make informed decisions regarding collaborative prioritization of climate adaptation actions that best align with their perceived risk, thereby meeting or surpassing the Involve engagement level.

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Please describe any inclusive engagement practices you have in place already. If you do not have any in place yet, please describe how you plan to develop inclusive engagement practices in your proposed project.

Our project will be deliberate in making authentic community engagement a central element of creating our climate risk assessment. To achieve this we will use inclusive, accessible approaches to capture the interests and perspectives of our residents. Further, we are committed to recognizing equity-deserving groups as a core aspect of our climate risk assessment and the prioritized climate adaptation action plans that it will inform.

While we are aware of various equity-deserving groups within our municipality, describing exactly how those groups will be engaged at this time would be presumptuous of their participation. It would also reduce their agency somewhat with respect to decisions about project engagement. In purpose, design, output, and outcomes, equity-deserving groups will be enabled; we acknowledge that we cannot fully understand nor manage our climate risk without also considering the outsized impact of climate hazard events on equity-deserving groups and vulnerable populations.

At minimum, we will engage the community in the following categories:

Inform – ensure open information about all aspects of the climate risk assessment, including how data is/was collected, from what sources, and findings not only at the municipal level, but at a neighbourhood scale. This enables equity-deserving groups to better understand how they are being represented within the municipal risk landscape. It will include sharing information about the project within the community in the early stages of project initiation and continue for the duration. Delivery mechanisms will leverage existing municipal information sharing pathways well known to residents.

Consult – Community members, including equity-deserving groups, will be invited to confirm and refine municipal understandings of hazard exposures, social vulnerabilities, and physical vulnerabilities, as well as local effectiveness of existing community resilience mechanisms. It will include community workshops that leverage municipally managed accessible meeting spaces as well as virtual community meetings for those more comfortable with that format.

Involve/Collaborate – Based on consultation results, community feedback will be incorporated into the climate risk assessment to generate an output that reflects not only where risk may objectively be present within the municipal landscape, but also how risk is perceived within the municipal landscape. This will lead to significantly improved collaboration, transparency, and community satisfaction as our municipality prioritizes climate change adaptation investment and action. It will include public discussion on climate resilience priorities, risk perceptions, and the means by which we ensure accessible community climate risk information. With clear outputs of risk perceptions and adaptation priorities established for each equity-deserving group, the community and our municipal staff will have clear insight to translate those interests into considered action for climate adaptation.

As noted in *Part D > Project Information > Activity 4) Risk and Adaptation Planning – Comprehensive Risk Assessment*, throughout the project, equity-deserving groups will be consulted to ensure demonstrable representation within the climate risk assessment process, deliverables, and outcomes. This will manifest in several ways. First, social vulnerability components will be captured as a foundational element within the risk assessment. At minimum, these social vulnerabilities will include elements such as sex, income, knowledge of an official language, children, the elderly, etc. The primary literature is exceptionally clear that social vulnerabilities are key drivers of the felt consequences of climatic hazards, primarily in terms of human mortality and morbidity. A risk assessment that avoids these elements should not be considered complete and should not be enabled as it will undeniably lead to risk reduction actions that may reduce economic impact to infrastructure at the expense of public health and safety.

A few illustrative examples of how social vulnerability generates public safety impacts:

- In the year after emergency-related evacuations, mortality of nursing home residents was found to be 2.68 times higher than previous years (Willoughby et al. 2017. J Am Med Dir Assoc.).
- For pregnancies affected by emergencies, i.e. hazards threatened but did not require evacuation, fetal mortality climbed by 4.4% (Liu, E., Liu, J., and Tseng, T.H. 2015. University of Houston. In draft.)
- The 1970 Bholra Cyclone killed an estimated 300,000 people. Women victims outnumbered men 14:1 primarily

due to gender-based cultural norms (The World Bank, 2013).

In addition to capturing social vulnerability information to define the objective, data-driven risk baseline during this project, the perception of climate risks will also be captured and mapped as a distinct deliverable, noted in *Part D, Deliverable 4C*. While true that perception is not a reasonable indicator of the objective risk "on the ground", it must be considered when building plans and taking actions to reduce climate risk. Through this project we will listen to our stakeholders, including equity deserving groups, about how they feel about in regards to the risk within the community, i.e. where do they perceive it to be high, and why. Importantly, what we hear will be fully embedded into the climate risk assessment data, the climate risk assessment findings, and the ensuing prioritized adaptation plan.

The utility of community engagement, especially from equity-deserving groups, cannot be overstated in reducing risk. It will ensure that our municipal climate risk adaptation plan reflects a diversity of voices and is prioritized to reflect community perception of objective reality. This will allow broader community buy-in for a more durable, risk-informed, prioritized climate adaptation plan, and the actions that flow from it. Engagement of stakeholders and equity-deserving groups cannot be only about process, it must be about the outcomes lest it become lip-service and disingenuous listening that is absent intention. Our project will demonstrate genuine engagement from process, through outputs, to outcomes, with engagement lessons learned being shared across the municipal collaboration group during Activity 5.

Stakeholder engagement

Engagement with stakeholders not described above (i.e. stakeholders not representing equity-deserving groups) will not impact the possible 15% cost-share top-up on the grant amount for inclusive engagement.

Will your project include engagement with other stakeholder groups (ie. Local industry associations, local businesses, property owners, tenants and residents, community organizations)?

Yes No

Stakeholders	Level of engagement	Description
Chamber of Commerce, industry associations, heritage organizations, equity-deserving group organizations, faith-based groups, tenants/residents/property owners, federal government, provincial government, environmental/sustainability organizations, etc.	Involve	<p>We believe a whole-of-society approach is the most effective pathway to build lasting climate resilience in our community; resilience demands many voices at the table. As part of our broader community engagement we will invite our various stakeholder groups, including the private sector, community organizations, industry associations, tenants and residents, and property owners to participate through the mechanisms noted above.</p> <p>Understanding the interests of our stakeholders is vital to creating an accurate, trusted climate risk assessment, and the prioritized adaptation actions that flow from it. Our stakeholders are critically important in identifying the social and physical vulnerabilities to climate</p>

change within our municipality. For example, the private sector owns and operates much of the critical infrastructure upon which the municipality depends, and our community organizations hold a deep understanding of our cultural heritage and how to ensure its resilience in a changing climate. Groups of various types also critically contribute to our understanding of impacts on equity-deserving groups, and the opportunities to reduce those inequities. We will ensure outreach to our stakeholders in support of their active participation through the project lifecycle and involve them as we seek to understand their diverse capabilities, needs, and interests related to climate resilience across the municipality.

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Part F: Declaration and signature

Information provided in applications to FCM, including all attachments, will be kept confidential. Access to this information will be limited to FCM employees, professional representatives who are involved with your initiative, persons to whom the applicant has granted access, and persons authorized by law.

The information provided in applications, including attachments, is subject to [FCM's Privacy Policy](#).

I do hereby declare that:

The information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission. The proposed project meets all applicable provincial/territorial regulations and requirements. The organization for which I am submitting this application is **not** one of the following entities excluded from receiving LLCA funding:

- Provincial or territorial governments
- Corporations owned or controlled by a province or territory
- Federal departments (as listed in Schedule 1 of the Financial Administration Act)
- Departmental corporations (as defined in Section 2 of the Financial Administration Act)
- Parent Crown Corporations or wholly owned subsidiaries of parent Crown Corporations (as defined in Subsection 83(1) of the Financial Administration Act)
- Not-for-profit corporations or trusts established by a federal department, departmental corporation, parent Crown Corporation or wholly owned subsidiary of a parent Crown Corporation
- Not-for-profit organizations with 50% or more of their annual funding coming from Quebec public funds (except those organizations with authorization from the Government of Quebec to enter into relevant/appropriate agreements)

The organization for which I am submitting this application has authorized me to do so. **By typing my name and submitting this application, I am providing my signature for the declaration above.**

Consultants are NOT authorized to sign this declaration and submit this application. Only a lead applicant with the "application contact" role can submit the application.

Name:

Steve Marcellus

Dated at: Municipality

Municipality of the County of Richmond

Dated at: Province or territory

Nova Scotia

Signature:

Date YYYY-MM-DD

Submit this application using the [FCM Funding Portal](#). If you do not have access to the FCM Funding Portal, [contact a GMF representative](#).



**McALLISTER
& CRAIG**

DISASTER MANAGEMENT

E: info@mcallister-craig.com

W: www.mcallister-craig.com

PREPARED FOR:

Green Municipal Fund
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

SUBJECT:

Confirmation of financial contribution for GMF application: A climate risk assessment and prioritized adaptation plan for the Municipality of the County of Richmond.

Lead Municipality - Municipality of the County of Richmond

DATE:

March 5, 2025

Dear Sir/Madam,

This letter is to confirm that McAllister & Craig will make in-kind contributions of \$8,000.00 to undertake the "A climate risk assessment and prioritized adaptation plan for the Municipality of the County of Richmond" project mentioned above and for which funding is requested from the Green Municipal Fund.

If additional clarification is required, please feel free to contact me directly.

Sincerely,

Adam McAllister | CEO

+1.705.768.8288 | amcallister@mcallister-craig.com



MCALLISTER-CRAIG.COM



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

March 12, 2025

Green Municipal Fund
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

Re: Confirmation of financial contribution for GMF application: A climate risk assessment and prioritized adaptation plan for the Municipality of the County of Richmond.

Lead Municipality – Municipality of the County of Richmond

Dear Sir/Madam,

This letter is to confirm that the Municipality of the County of Richmond will make in-kind contributions of \$32,000, including \$18,500 of regular program staff remuneration, to undertake the “A climate risk assessment and prioritized adaptation plan for the Municipality of the County of Richmond” project mentioned above and for which funding is requested from the Green Municipal Fund.

Yours sincerely,

Troy MacCulloch
Municipality of the County of Richmond

Troy MacCulloch, CAO
Municipality of the County of Richmond
2357 Highway 206, P.O. Box 120, Arichat, Nova Scotia B0E 1A0
Tel: 902-226-3970 Fax: 902-226-1510 Email: CAO@richmondcounty.ca
www.richmondcounty.ca



Resolution

Whereas the Municipality of the County of Richmond has the following interest:

- To create a world-class, dynamic Hazard, Risk, and Vulnerability Assessment using cutting-edge technology, and;
- To create a prioritized, risk-based climate adaptation plan that reflects the unique characteristics of our municipality, and;
- To ensure the diversity of our people, our economy, our culture, and our environment are protected through risk-informed planning, operations, and emergency management, and;
- To complete the above with no capital nor ongoing costs, and to do so in a manner that enables discretionary sharing with other municipalities so as to explore common experiences and adaptation opportunities that build tomorrow's resilience, today.

Whereas the Municipality of the County of Richmond seeks to undertake "A Climate Risk Assessment and Prioritized Adaptation Plan for the Municipality of the County of Richmond in coordination with thirteen other municipalities across Nova Scotia and Newfoundland & Labrador, all of whom are partnering with McAllister & Craig Disaster Management for highly technical project elements and technical expertise.

Therefore, be it resolved that the Municipality of the County of Richmond directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for A Climate Risk Assessment and Prioritized Adaptation Plan for the Municipality of the County of Richmond.

Signed at Arichat, Nova Scotia on _____.

Lois Landry, Warden



River Bourgeois Community Services Society

21 Recreation Road, PO Box 56

River Bourgeois, NS B0E 2X0

Phone: 535-2141 Email: mrrmmerrick@gmail.com

March 14, 2025

Municipality of the County of Richmond

PO Box 120

Arichat, NS B0E 1A0

Attention: Warden & Councillors

Dear Warden & Councillors:

I am writing to request that the Municipality of the County of Richmond provide funding in their yearly budget for the power/base lights at the River Bourgeois Lighthouse accessed near 61 Levesconte Road, River Bourgeois.

- The River Bourgeois Lighthouse is an exact replica of the original lighthouse which began operations in 1903. The Coast Guard burned down the 27-foot (8.2 metres) tapered square, wood tower and replaced it with a steel skeleton tower with a light in 1992. In 2002, the community (through RBCSS) purchased the land from the Coast Guard, and fund-raised sufficient funds to build this replica using the original 1903 construction plans of the building. Many volunteers, fund-raiser events and donations enabled this well known and well recognized lighthouse to be rebuilt. The new lighthouse was officially opened August 24, 2003. Coast Guard had paid for the power since 1969 when they did away with the old kerosene lights. In July, 2024 solar power was installed, with a red, blinking light turning on automatically every night. The explanation provided for this change was that lighthouses were going solar because if there were large power outages, it would take too long to get the lighthouse lights restored. It was with this explanation the power was turned off/disconnected. Coast Guard maintains the light while RBCSS maintains the lighthouse. This lighthouse is listed as an operating “navigation aid” on the “list of lights” with the Government of Canada.
- When the power was cut, the three white LED ground spot lights no longer lit up the building itself (one to highlight each side of the

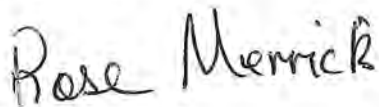
building facing the community). It is these lights and the building itself that we are requesting power be restored to which will again make the lighthouse more visible to the community and tourists. Power to the building will allow continued regular cleaning of the siding along with enabling easier maintenance.

- Within the last two years Nova Scotia Power had replaced all four existing poles and ran a new power cable to the lighthouse.
- Currently there is no meter base on site as billing had been to the Coast Guard at a fixed rate. (Fixed rate applications and street lights do not require a meter base). A local contractor has agreed to provide his time and the necessary material to install a meter base should it be necessary. Fixed rate is the preference.
- Gerald LeBlanc, our lighthouse keeper, has tried to have the power reconnected through Coast Guard and Nova Scotia Power programs with no success.
- An electrician has estimated the light bill to be (700 watts per night x 60 nights= 42000 watts or 42KW) $42KW \times .19 = \$7.98$ per two months plus base charge. This would amount to approximately \$60.00 per 60 day billing period.

In closing, we the community and along with watercraft operators, are requesting that the power to the iconic River Bourgeois Lighthouse be re-established by the Municipality of Richmond.

If you have any questions or concerns, please contact me at 535-2141 or by Email at mrrmmerrick@gmail.com . If you have any questions regarding the lighthouse itself, these questions would likely be best directed to Gerald LeBlanc, lighthouse keeper, at 902-631-4411.

Regards,



Rose Merrick
Chair, RBCSS

C: Amanda Mombourquette, Councillor
Gerald LeBlanc, Lighthouse Keeper



Municipality of the County of Richmond
Arichat, NS

March 7, 2025

RE: Progress Update: Strait Area Collaborative Housing Initiative

In December 2024, the Strait Area Chamber of Commerce received approval for \$50,000 in funding from the Nova Scotia Community Housing Growth Fund to hire a consultant to engage community and work towards the establishment of a not-for-profit housing association to support potential housing projects in the Strait region.

This proposal, entitled *The Strait Area Collaborative Housing Initiative* is further supported with an additional \$5,000 from the Strait Area Chamber of Commerce and an additional \$2,500 was provided by the Municipality of the County of Richmond and \$2,500 from the Town of Port Hawkesbury. A housing committee of Strait Area Chamber Board members, the Executive Director, the Strait Richmond Housing Matters Coalition, and municipal partners was formed to support this work and meet on a bi-weekly basis.

After a review of several proposals and interviews with consultants, Tom D Gunn Consulting (Tom Gunn) was hired on Feb 3, 2025 to begin this work. During the month of February, Tom has begun meeting with key stakeholders engaged in housing, conducted research, and has reviewed housing studies and best practices.

Tom is also beginning the process for name registration with the Registry of Joint Stock (you would have received a request for input from him already), and is beginning the important groundwork to establish a governance model for the new not-for-profit, including work on Mission, Vision, Objectives. To ensure the organization has the appropriate structure in place that considers current and future needs. Mr. Gunn will continue to identify potential members of the new Board of Directors; reach out to developers and key populations needing to guide his work. The project is expected to be completed by October 15, 2025 and there will be further opportunities for municipal input into the process.

Thank you again for your support for this important work. Please reach out to me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Tanya Felix". The signature is written in a cursive, flowing style.

Tanya Felix, Executive Director

Ph: 902 625 1588

Email: tanya.felix@straitareachamber.ca



NOVA SCOTIA

**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

March 18, 2025

Lois Landry
Warden
Municipality of the County of Richmond
Via Email: lois.landry@richmondcounty.ca

Dear Warden Landry:

Thank you for your letter of March 6, 2025, regarding your request that the cap protection recently announced for homes lost in the Tantallon and Shelburne wildfires be extended to all Nova Scotians who have lost a home in a natural disaster.

Your suggested amendment to the *Residential and Resource Property Taxation Assessment Regulations* is being considered by the Department.

Thank you for sharing your thoughts on this important subject.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs

PNS-52076/cbs



WARDEN

March 6, 2025

Hon. John Lohr, Minister
Department of Municipal Affairs
14th Floor, Maritime Centre
1505 Barrington Street
Halifax, NS B3J 2M4

Dear Minister Lohr:

At our February 26, 2025, meeting, Council passed a motion to request that the property assessment cap, currently extended to those affected by the wildfires in Tantallon and Shelburne, be applied to all Nova Scotians who lose their homes to disaster.

Your government's initiative ensures that residents can rebuild after a disaster without facing sudden, significant increases in property taxes. The recent changes to the *Residential and Resource Property Taxation Assessment Regulations* will undoubtedly provide much-needed relief to those impacted in Tantallon and Shelburne. While the wildfires affected many Nova Scotians simultaneously, we believe the principle of protecting homeowners from steep property tax increases following a disaster should apply universally, regardless of how many homes are affected by a single event.

We have copied our Cape Breton Strait representatives with the Nova Scotia Federation of Municipalities and respectfully request that the NSFM also consider advocating on our behalf in this matter.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Lois Landry, Warden
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond
Troy MacCulloch, CAO, Municipality of the County of Richmond
Amanda Mombourquette and John Dunbar, CB Strait Representatives with the NSFM



**Municipal Affairs
Office of the Minister**

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March 19, 2025

Dear Mayors, Wardens and Chairs:

I am writing to update you about the progress related to the mandatory Code of Conduct (Code) training for all local elected officials in Nova Scotia.

As you are aware, in December, all municipalities and villages adopted the provincial Code of Conduct. I would be remiss in not recognizing the hard work and commitment from councils and commissions that have been put forth in this effort.

The Nova Scotia Federation of Municipalities (NSFM) is leading the design, development and delivery of the training. To support elected officials in understanding the requirements under the Code, the NSFM organized in-person training sessions across the province and created an online training module that must be completed by all elected officials. For more information about the online training module please visit the NSFM website at <https://nsfm.ca/municipal-code-of-conduct-in-person-training-sessions.html>

The Code regulations will be amended on April 1, 2025, to make this online training mandatory. Following the recommendation from the Code of Conduct Working Group, this online training must be completed within 30 days. The regulations will also require that any newly elected official must complete this training within 30 days of being elected. A failure to complete the training within this timeframe will be considered a breach of the Code.


The Code framework and training module are based on the recommendations put forth by the Working Group. As with any new framework, time and experience will be instrumental in its evaluation.

I would also like to mention that the Association of Municipal Administrators of Nova Scotia (AMANS) has developed a list of qualified individuals whom municipalities and villages may appoint as Code investigators. The list can be found on their website at <https://amans.ca/amans-qualified-list-of-investigators-municipal-code-of-conduct.html>.

Mayors, Wardens and Chairs
Page 2

In closing, I would like to extend my appreciation to both the NSFM and AMANS for their collaborative efforts and leadership in the implementation of the Code. This initiative is an example of how we can collectively foster a positive environment and enhance accountability around council tables.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Loh". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Honourable John Loh
Minister of Municipal Affairs

c: Chief Administrative Officers
Village Clerk Treasurers
Juanita Spencer, Chief Executive Officer, NSFM
David Campbell, Executive Director, AMANS

Cape Breton Island

your heart will never leave.

Lakeside Luxury Domes

Presentation to Richmond County Council

March 25, 2025



Mandate

Destination Cape Breton is the official Destination Marketing and Management Organization (DMO) for Cape Breton Island–Unama’ki. It is an incorporated non-profit society.

Destination Cape Breton’s mandate is to responsibly grow the Island’s tourism industry through effective destination marketing and strategic destination development.



Governance

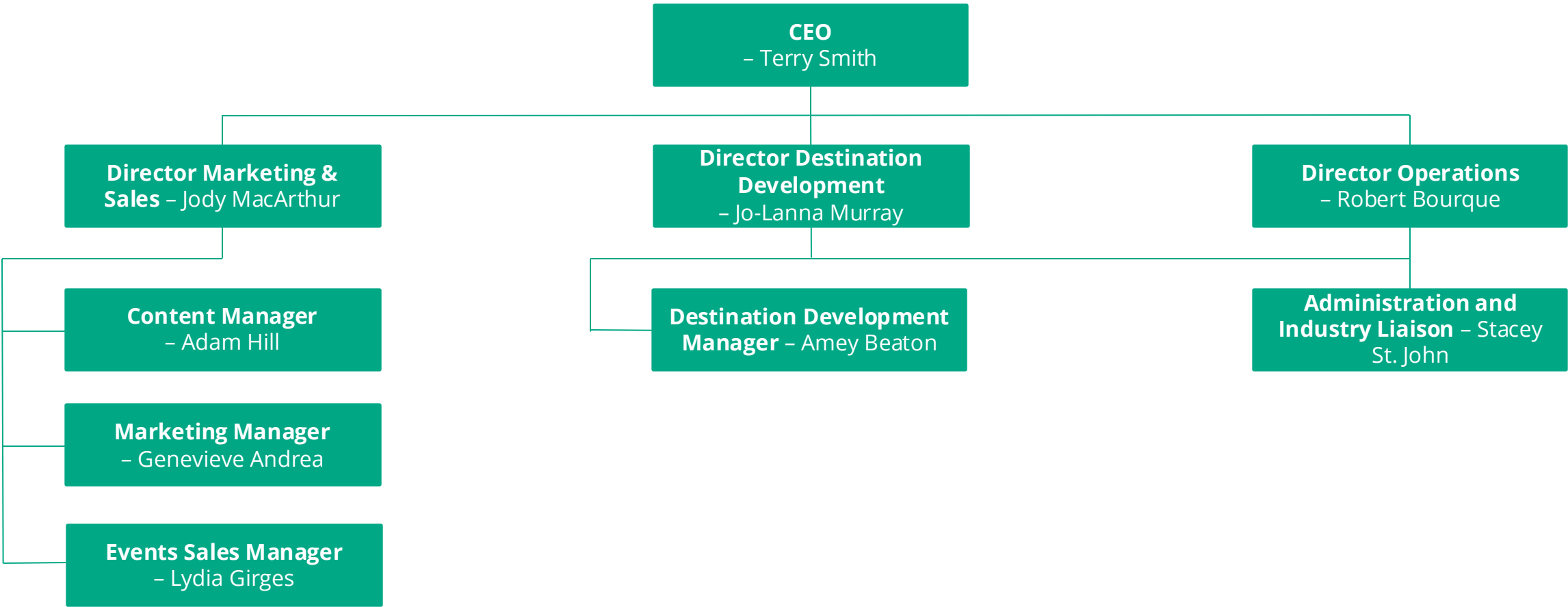
- **Board of Directors**
 - Representation from each municipality
 - Representation from each major culture
 - Industry members at large
- **Committees**
 - Executive (Chair, Vice Chair, Treasurer, Secretary)
 - Finance and Audit
 - Nomination
 - Industry
- Meetings every second month, rotating around the Island
- Annual General Meeting in October



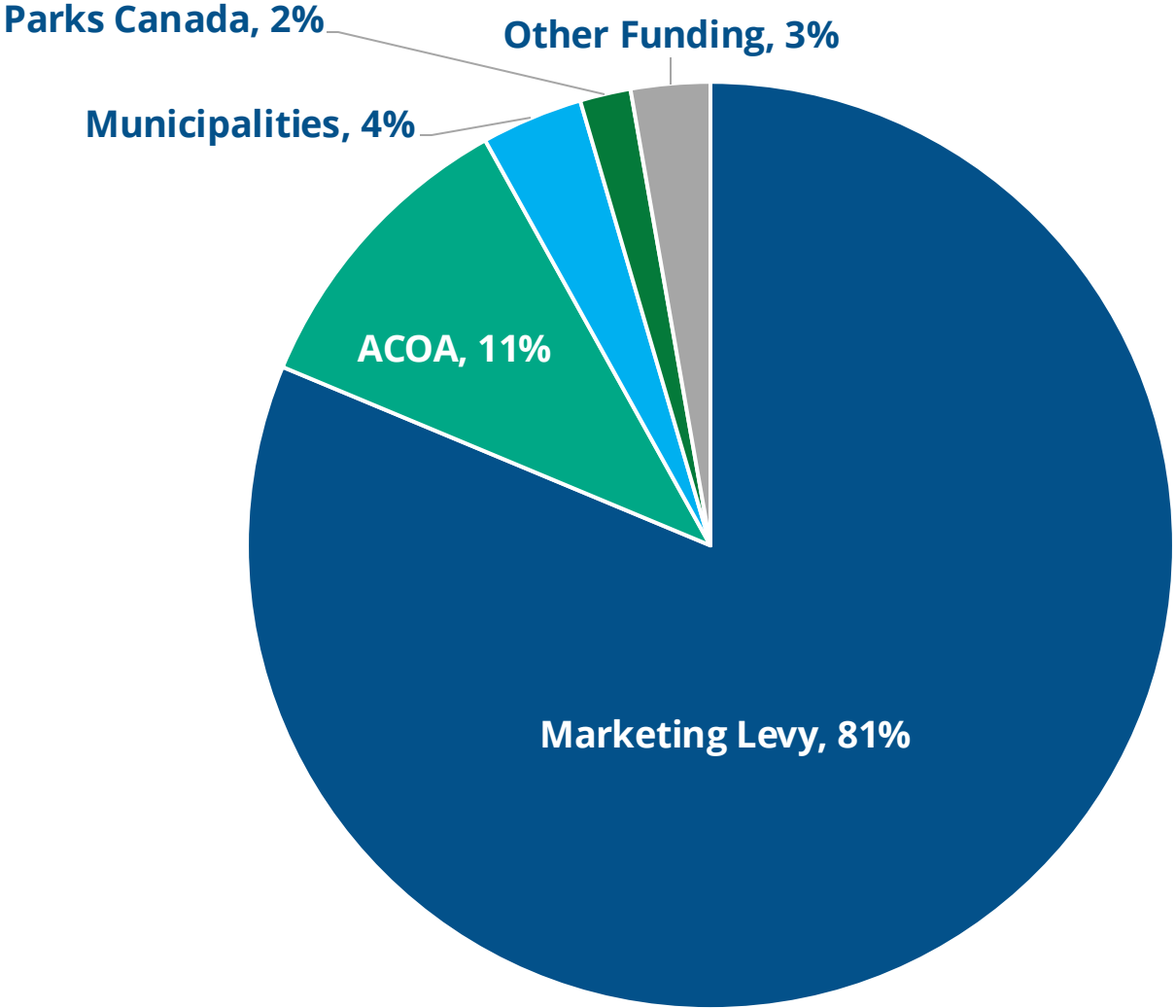
Current Board Members (14)

- Robert Bernard, NSITEN, Mi'kmaq Rep – Chair
- Cathy Lamey, Cabot Trail Motel – Vice Chair
- Bonny MacIsaac, Inverness County – Secretary
- Lisette Bourgeois, La Société Saint-Pierre, Acadian Rep
- Margie Beaton, Colaisde na Gàidhlig, Gaelic Rep
- Shauna Austin, The Clairestone
- Richard MacKinnon, Cape Breton University
- Nicole MacAulay, Port of Sydney
- Basil Doucet, L'abri, Archie & Isadore Hotel, etc.
- Maria O'Hearn, Parks Canada
- Paula Davis, Town of Port Hawkesbury rep
- Perla MacLeod, Victoria County rep
- TBD, Richmond County rep
- TBD, CBRM rep

Organizational Chart

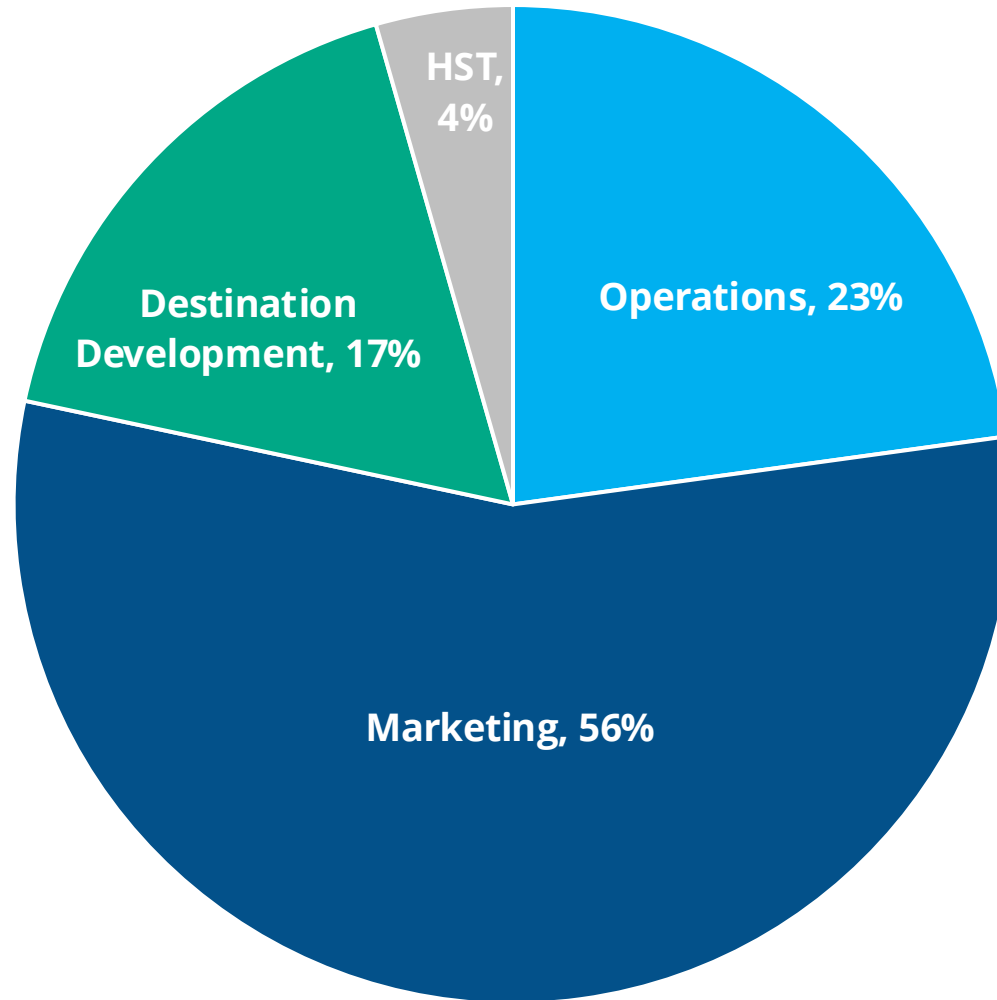


Revenues 2025-26



Total Budget of \$2,822,000

Expenses 2025-26





 The Groundswell

Visitor Overview

Target Audience

Visitor Segments

Outdoor Explorers
+
Culture Seekers
+
Simplicity Lovers

Demographic

Primary:
Empty nest couples
45+
Secondary:
Young adults

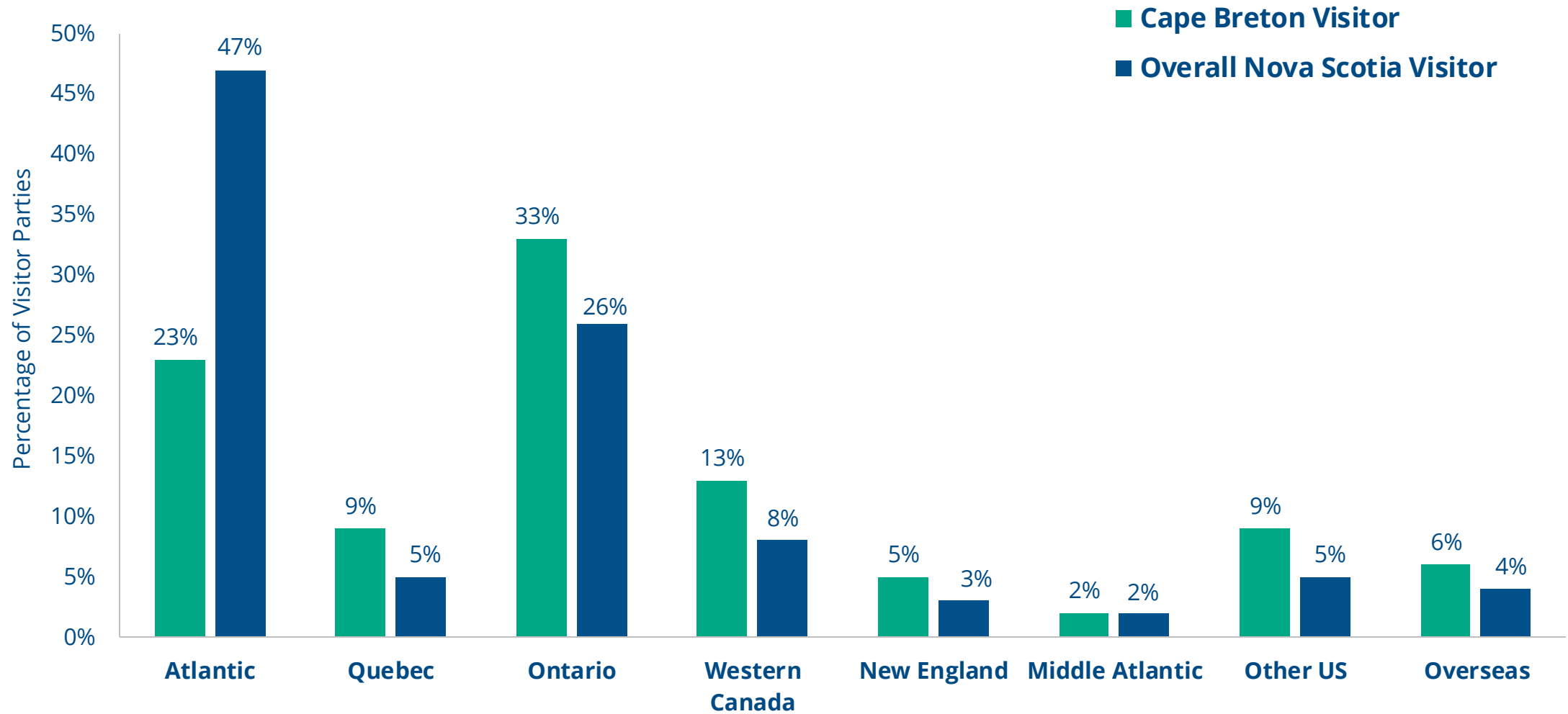
Geographic

Ontario
Maritimes
Quebec
Alberta

Tourism Nova Scotia also targets:

- Northeast US
- UK
- Germany

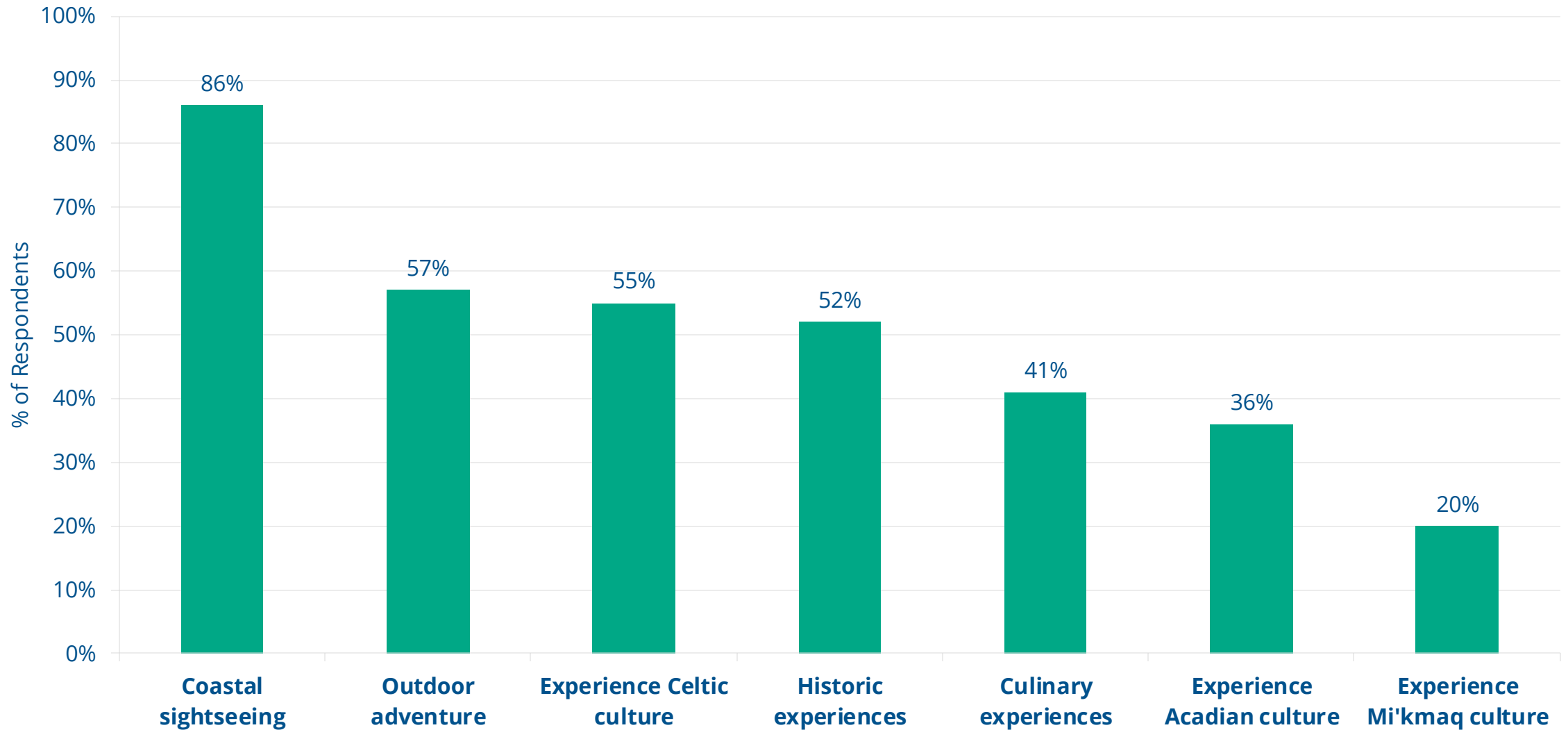
Visitor Origins in a Typical Year



Source: Nova Scotia Visitor Exit Survey

77% of our visitors are from outside Atlantic Canada in a typical year.
They stay longer and spend more.

Cape Breton Island Motivators



Coastal sightseeing includes the Cabot Trail, which is the top motivator of travel to Cape Breton Island



 Point Michaud

Results 2024

Tourism Forecast 2024

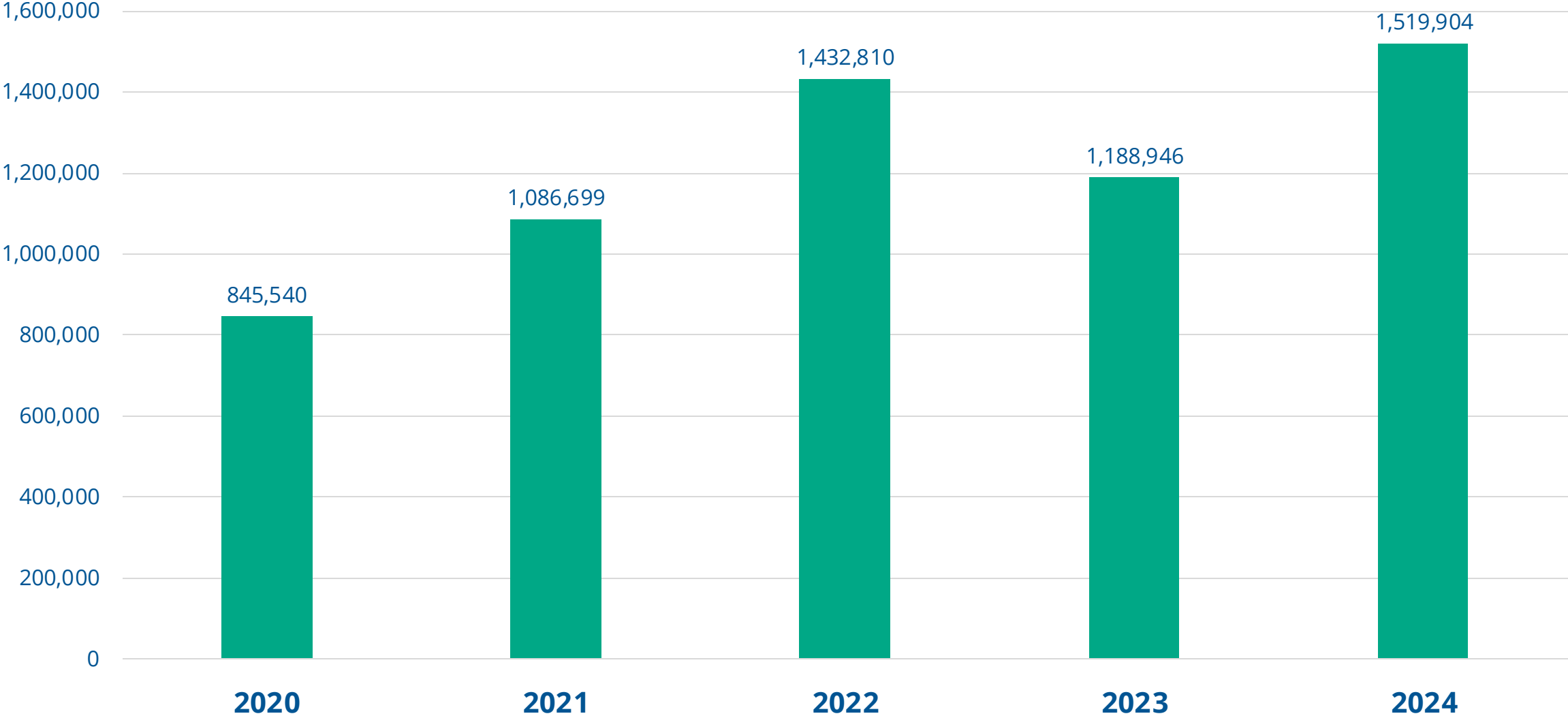
A woman and a man are kayaking on a large body of water under a clear blue sky with scattered clouds. The woman is in the foreground, wearing a blue life vest and sunglasses, smiling. The man is in the background, also wearing a blue life vest and sunglasses. Both are using yellow paddles. The kayakers are on dark-colored kayaks with 'Sundolphin' branding. The water is a deep blue with gentle ripples.

Strong economic headwinds from inflation and higher interest rates will continue to impact disposable incomes in 2024.

– Destination Canada

visitcapebreton.com Sessions

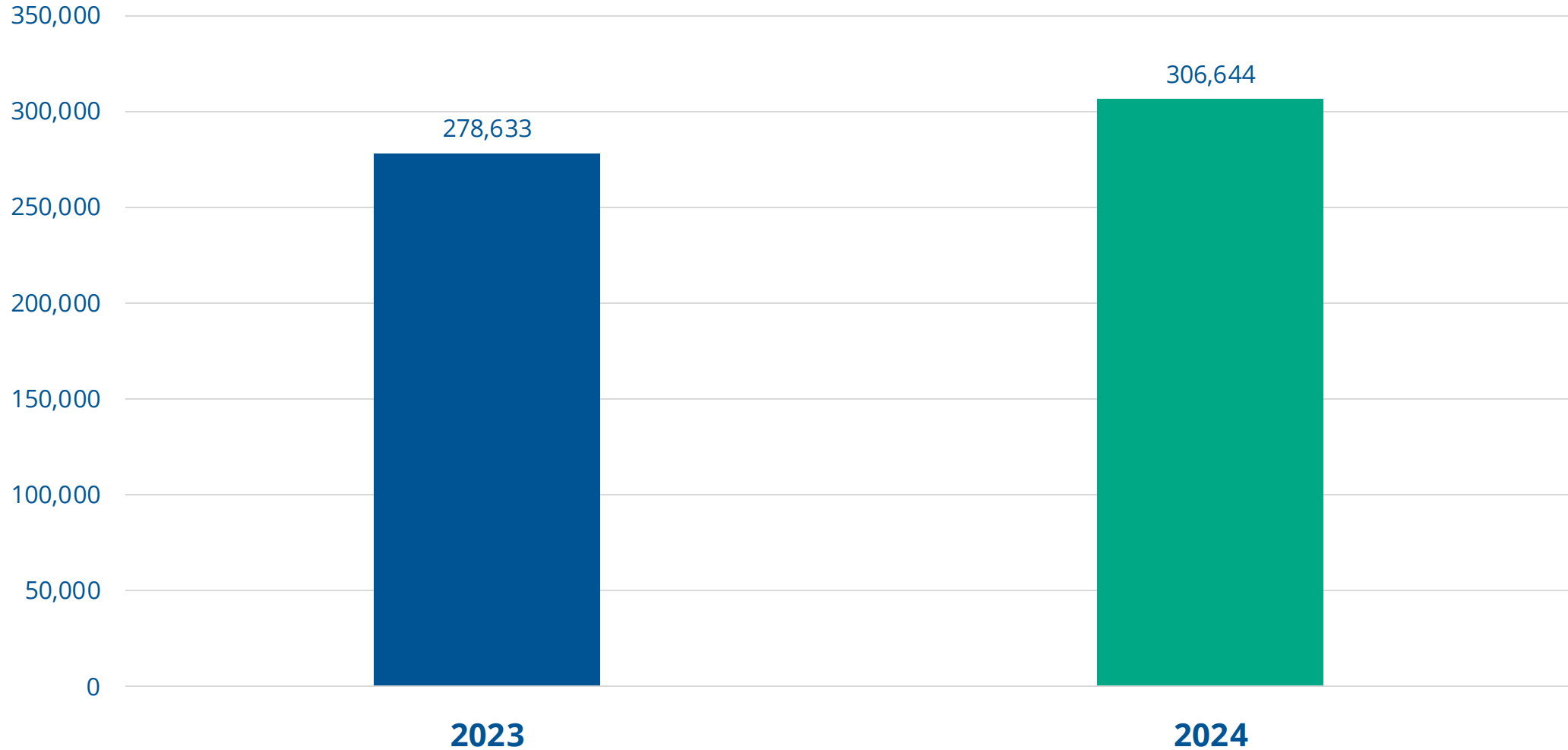
Five-year Trend, 2020-24



Sessions were up 28% and hit a new record

visitcapebreton.com Clicks to Operators

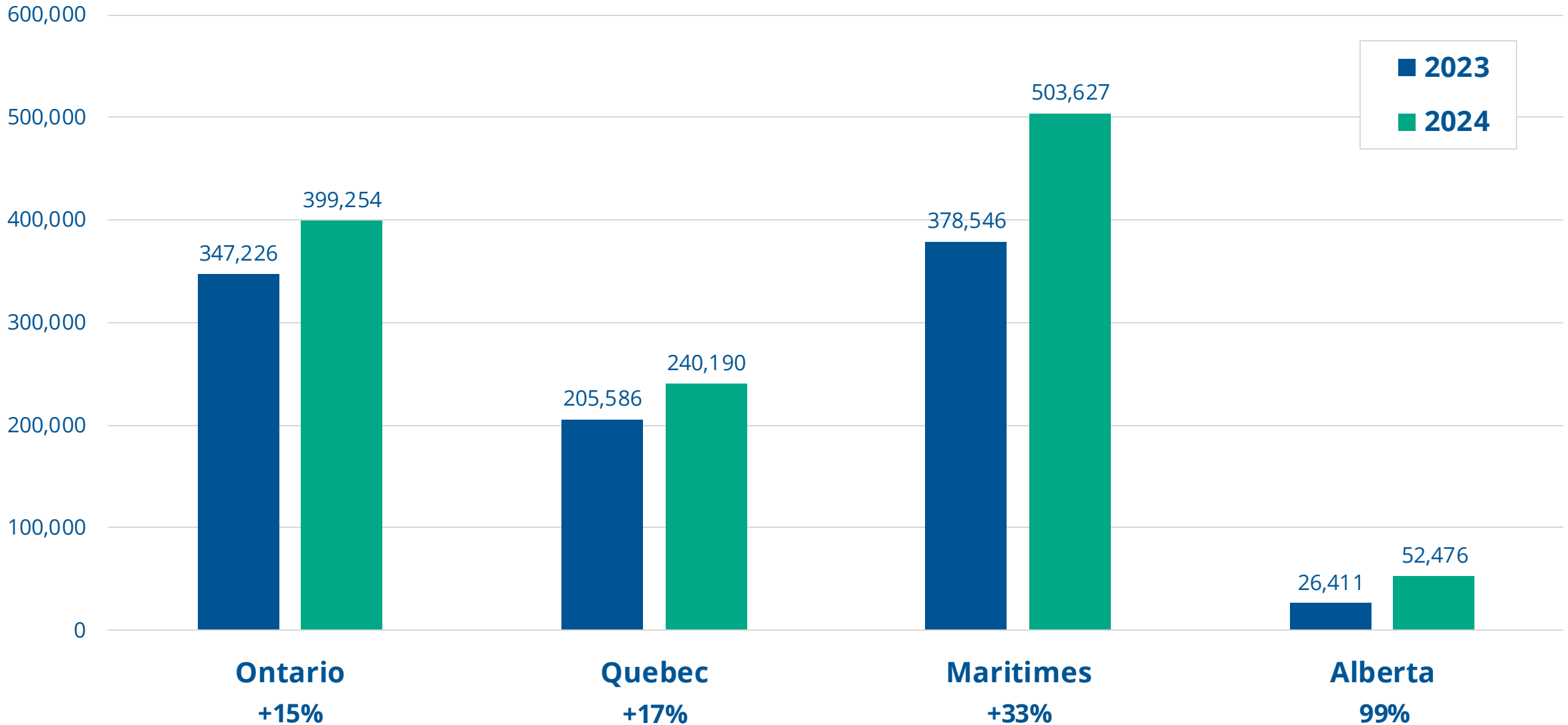
2023-24



Clicks to operators were up 10% and also hit a new record

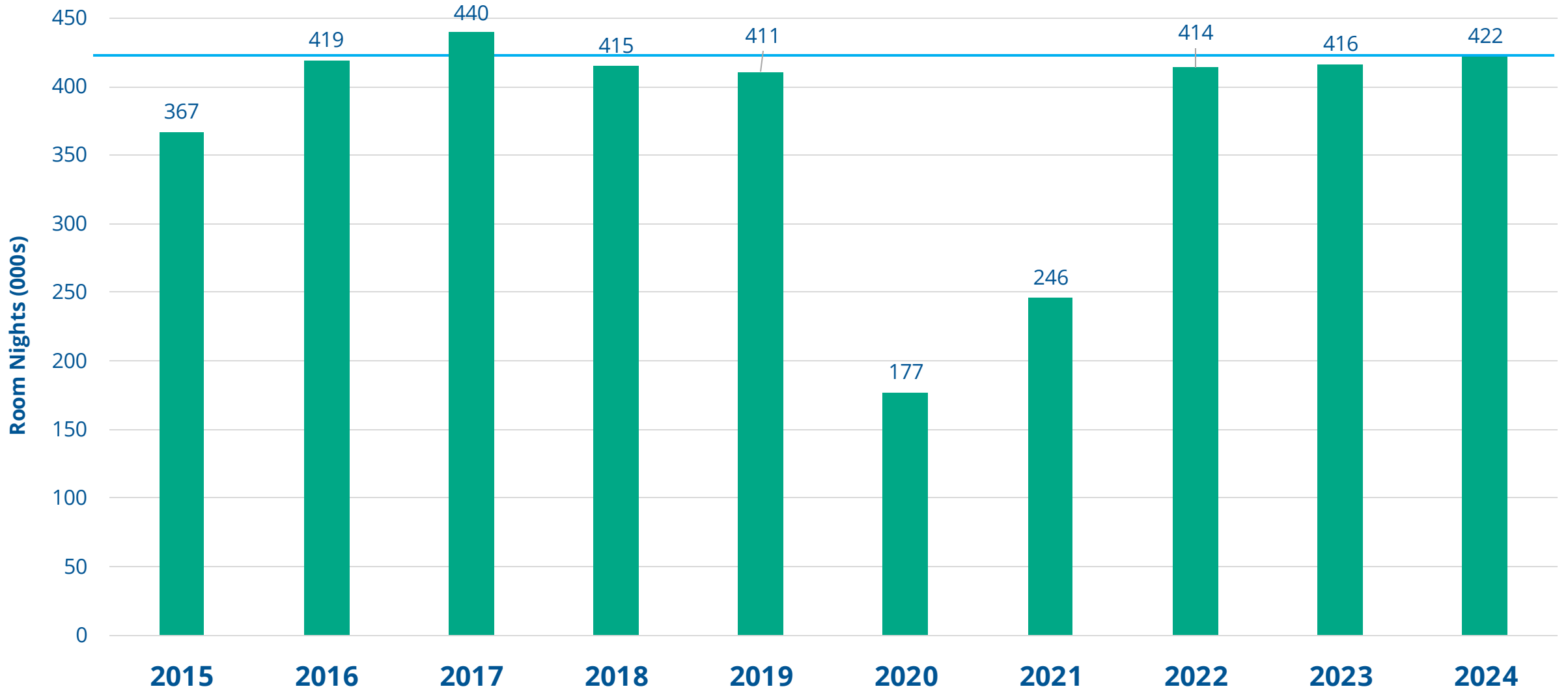
visitcapebreton.com Sessions by Market

2023-24



Registered Room Nights Sold

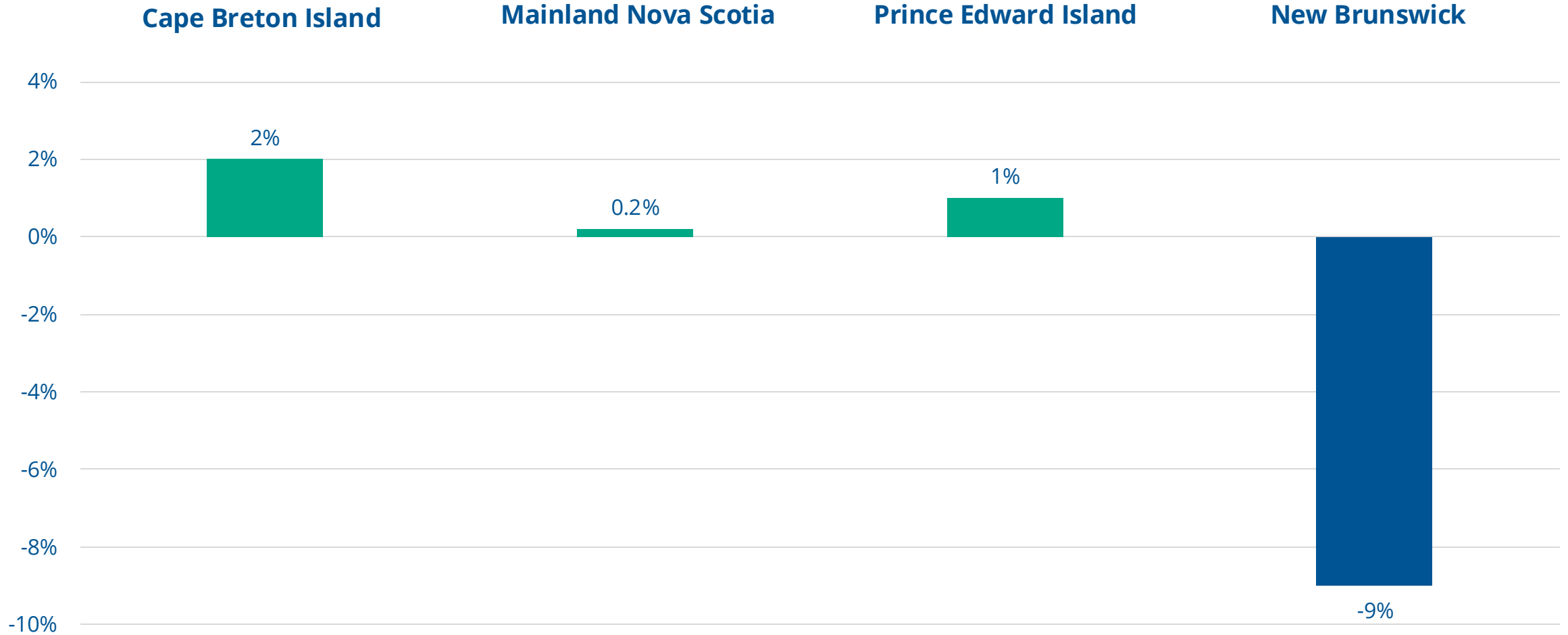
10-Year Trend, January-October



2024 was the second-best year in past 10 years from January-October

Changes to Room Nights Sold – Maritimes

YTD 2024 vs 2023

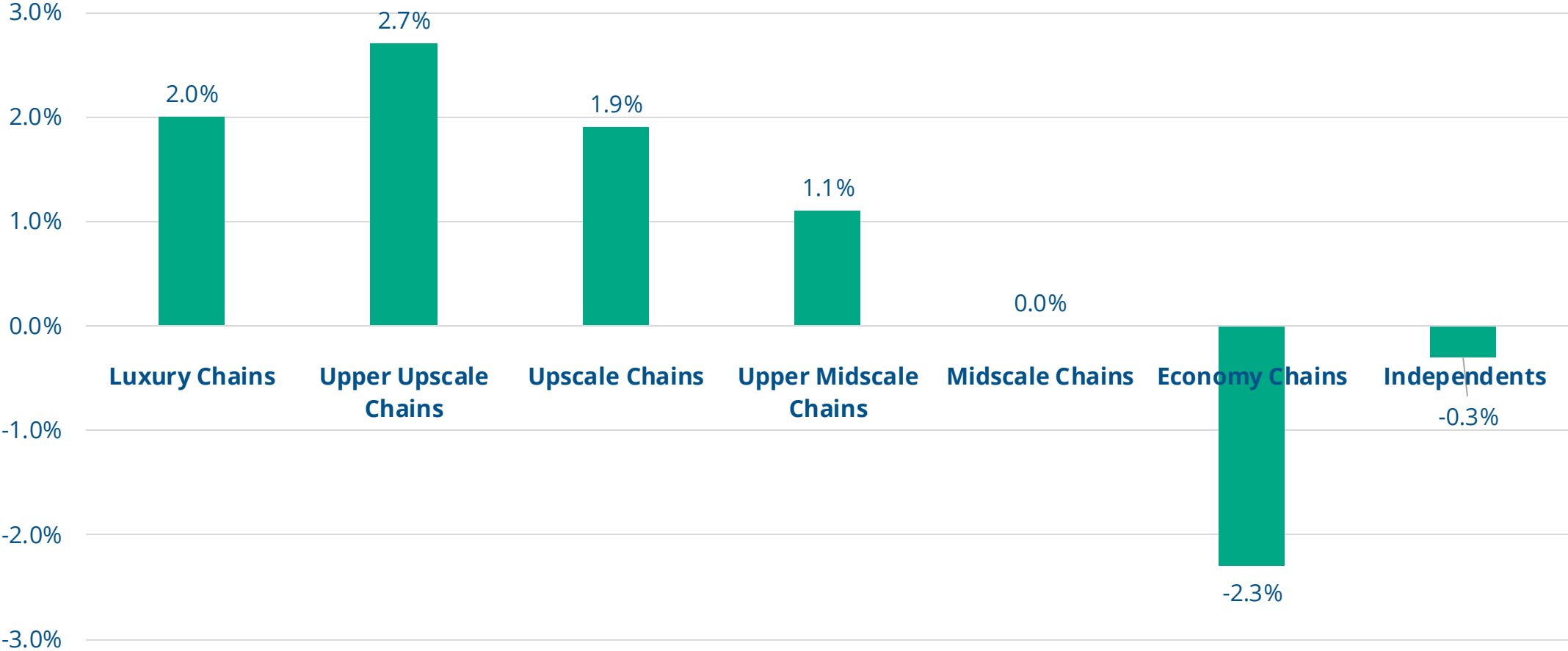


Source: Tourism Nova Scotia, Tourism PEI, Tourism NB

Cape Breton Island led the region in growth to the end of October

Revenue per Average Room Growth – US

January-November 2024



Source: CoStar, Tourism Economics

We heard similar feedback in our industry – the upper end had a good year; the lower struggled



 Dundee Resort & Golf Club

2025-26 Strategic Priorities



Economic Forecast

- Canada GDP forecasted to grow 1.8% in 2025 and 2026
- US GDP forecasted to grow 2.6% in 2025 and 2.3% in 2026
- Inflation forecasted to remain close to 2%

– *Bank of Canada*

NOTE: Forecasts are pre-tariff threat



Travel Trends

High-value(s) Guests

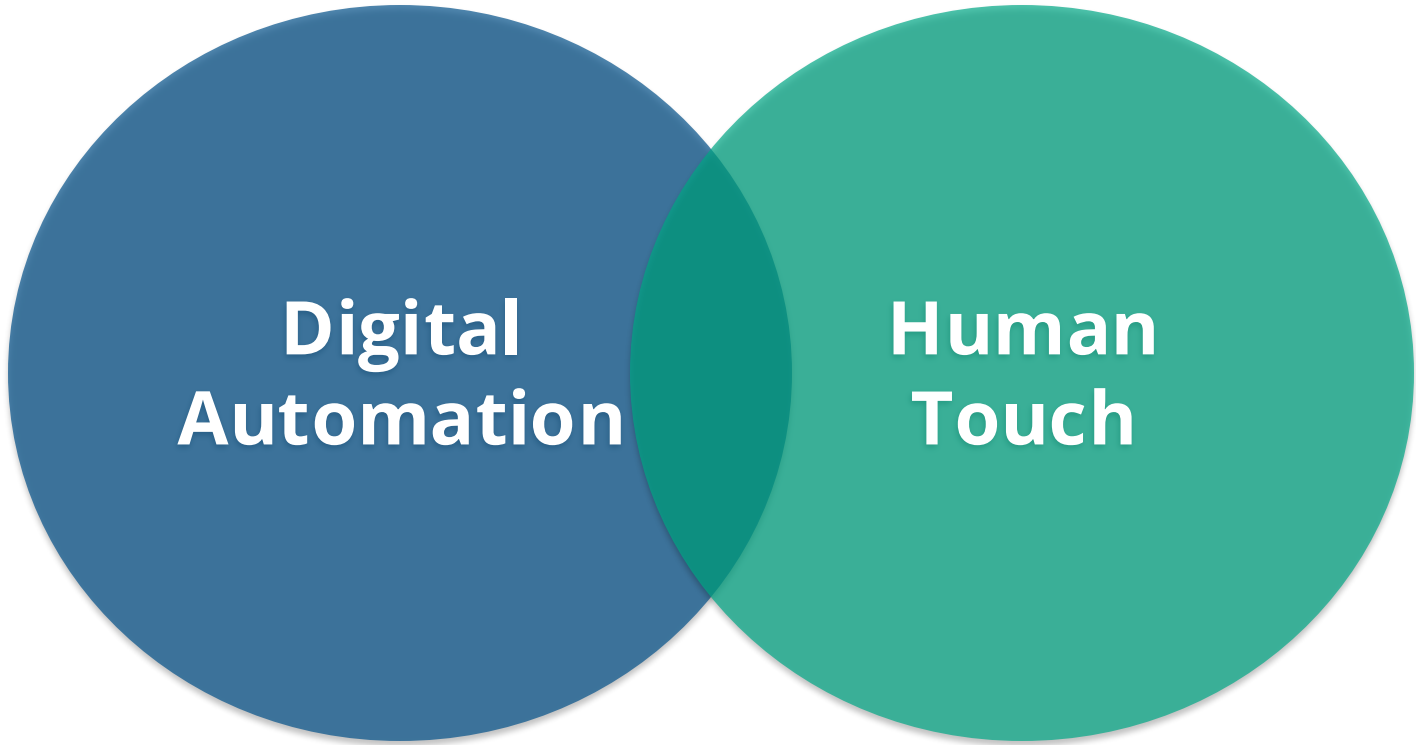
- Desire for self-enrichment
- Increasing consciousness around responsible travel
- Not driven by price
- Stay longer and immerse themselves into the local culture
- Respect and celebrate the place and people

Tourism's Big Shift: Key Trends Shaping the Future of Canada's Tourism Industry

- Responsible travel
- Indigenous cultural connection
- Wild for wilderness
- Health and wellbeing



The Travel Context





Visitor Economy Future Growth

Extend Length of Stay

Extending the average length of stay from 4.4 days to 5.4 days = \$125 M

Growing Year-round Tourism

Increasing tourism between November and April by 12% = \$70 M

Attracting High-value Visitors

Increasing the average visitor spend by 10% = \$58 M

– *Unama'ki-Cape Breton Island Economic Impact Assessment for the Tourism Industry: KPMG*



Goals

- Enhance the brand as a bucket-list destination and one of the top islands in the world
- Responsibly grow visitation levels, with emphasis on shoulder and winter seasons
- Increase average length of stay by one day
- Increase average visitor spend by 10%
- Elevate the quality of the visitor experience to meet the needs of high-value(s) guests
- Become recognized as a truly sustainable and inclusive destination



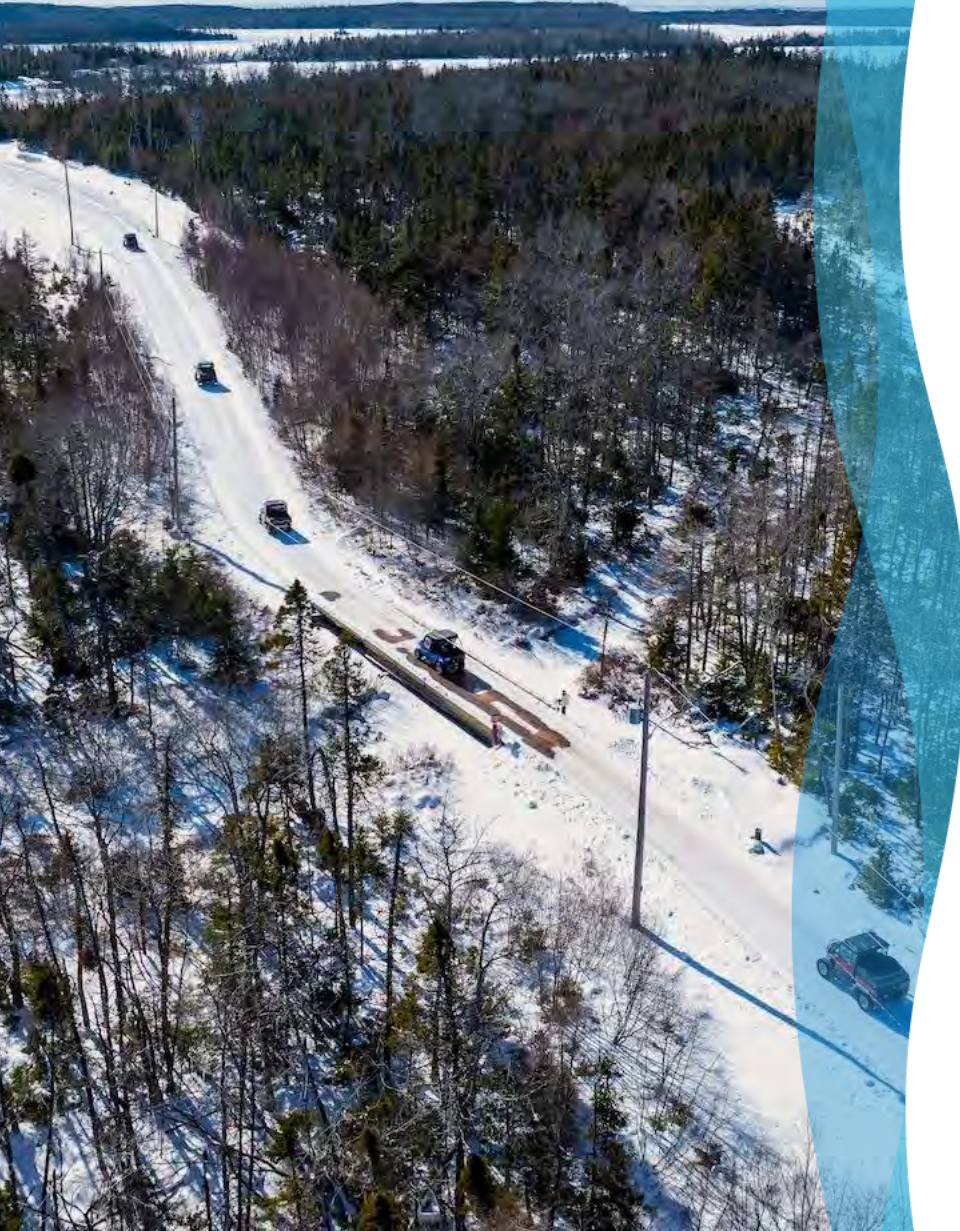
Enhancing the Brand

- 1. Facilitate authentic human connection with the Island, its culture and its people**
 - Extend campaign focused on human connection
 - Curate and share content that illustrates connections that visitors make with the destination
 - Develop plan for a Concierge Network
- 2. Employ Two-eyed Seeing approach to brand building**
 - Develop an Elders Advisory Committee (Mi'kmaq L'Nu, Acadian, Gaelic, African Nova Scotian)
- 3. Ensure alignment with communities and industry**
 - Based on feedback from engagement sessions, implement new content creation opportunities that reinforce the brand while meeting the needs of communities
- 4. Explore opportunities for brand reinforcement**
 - Streamline URLs to visitcapebreton.com



Growing Year-round Visitation

- 1. Expand digital marketing program in Ontario, Quebec, Maritimes, Western Canada and Northeast US**
 - Enhance marketing program in ON, QC and Maritimes
 - Increase investment in Calgary to support the Westjet direct flight to Sydney
- 2. Expand content marketing program to increase reach and engagement**
 - Significantly increase the creation of content, particularly video
 - Host more content creators/influencers with strong followings in key markets
 - Launch new website
- 3. Continue to develop Events Cape Breton 2.0**
 - Dedicate more resources to the attraction of provincial and regional events
 - Launch events incubator program



- 4. Explore potential for marketing to Francophone audiences within the key markets**
 - Build the framework and begin piloting French language marketing
- 5. Work with Cape Breton Island-Unama'ki's performing artists**
 - Continue collaborations with touring artists
 - Explore the potential for new collaborations (Morgan Toney, Always, etc.)
- 6. Work with partners to develop winter tourism**
 - Explore the potential for ATV visitation
- 7. Explore further development of spring and fall**
 - Build on the steadily growing interest in Waterfall Season with new experiences and events
- 8. Work with partners to increase air access**
 - Conduct feasibility study on seasonal commercial route to Allan J. MacEachen Port Hawkesbury Airport



Increasing Length of Stay

- 1. Significantly increase content to educate visitors on the vast array of activities and regions that will appeal to them**
 - Continue building week-long stay messaging with potential visitors
 - Create compelling new content around 7-day, Island-wide itineraries
- 2. Work with tour operators to develop Cape Breton Island-Unama'ki specific itineraries and increase share of wider itineraries**
 - Educate tour operators on experiences and regions of the Island they are missing
- 3. Launch the Travel Companion mobile app**
 - Launch the app in May
 - Develop an on-Island campaign to promote the app



Increase the Average Spend

1. Target more high-value guests in marketing campaigns

- Dedicate resources and messaging to targeting high-value guests
- Dedicate resources to niche markets that skew to high-value such as golf, boating, sport fishing, etc.

2. Explore the potential for a booking engine

- Through the Concierge Network program, explore the potential for a booking engine that would help sustain the network and VIC operations (subject to operator approval)
- Conduct a pilot with Golf Cape Breton

Elevating the Visitor Experience

- 1. Work with Mi'kmaw L'Nu partners to support their continued development**
 - Establish an MOU between NSITEN and DCB
 - Establish Mi'kmaw L'Nu cultural tourism development officer position
- 2. Work with industry and partners to develop and promote new experiences and offerings**
 - Work with partners to support the ongoing development of new experiences in cultural, culinary and adventure tourism
- 3. Elevate the overall experience to meet the expectations of the target audience**
 - Educate industry on what the target audience is seeking
 - Work with TIANS to implement HR Advisory Program
- 4. Enhance the position of Cape Breton Island-Unama'ki as a marine tourism destination**
 - Collaborate with other regions to launch Boating Nova Scotia initiative



Being Sustainable and Inclusive

- 1. Finalize and implement a Sustainable Tourism Plan for the destination**
 - Guide the completion of the plan and develop a sustainability task force to steer its implementation
 - Continue participation in The Collective – a global network of 30 destinations that will collaborate on implementing sustainable tourism initiatives
- 2. Work with key partners to roll out equity, diversity and inclusion training and certification initiatives**
 - Work with NSITEN to provide Mi'kmaw cross cultural training to the industry
 - Work with the Canadian Gay & Lesbian Chamber of Commerce to provide Rainbow Registered training to the industry



Questions?



ACTION LIST 2022-2025

Over 6 mos

Complete

In Progress

Pending

Ref. #	Action Item	Date	Responsible	Time Frame	Status
118	Committee Terms of Reference /Refer the Terms of Reference for council committees that have members of the public to the By-Law/Policy Committee for review. With a focus on member terms, code of conduct, and the onboarding of new members.	11-28-2022	CAO / Municipal Clerk	Immediate	In Progress
148	Lighthouse Heritage Properties / that staff explore funding options for the support of interpretive panels for lighthouse heritage properties on Isle Madame and FURTHER MOVE that staff contact the proponent to inquire on the progress of the project.	2-27-2023	CAO & Cllr M. Diggdon	Immediate	PENDING
396	Canada Post rural mail service interruptions / that Council accept the recommendation from the Committee of the Whole to have staff invite a representative from Canada Post to a future meeting of Council for discussion on the rural mail service interruptions.	06-24-2024	CAO/Municipal Clerk	Immediate	In Progress
400	Climate Emergency Planning / that Council refer to staff to commence a review and further update our climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a Provincial Funding Navigator to investigate any funding opportunities that could be applied for such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).	06-24-2024	CAO	Immediate	In Progress
405	Multi-Party First Nations and Municipal Agreement / Council unanimously agreed to defer the Multi-Party First Nations and Municipal Agreement to a future meeting and to invite Tyler Matheis, CEO of Cape Breton Partnership, to engage in further discussion.	06-24-2024	CAO	Immediate	In Progress
414	Grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50/ 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	Complete
415	Office of the Information and Privacy Commissioner for Nova Scotia to proclaim September 23-29th as Right to Know Week in the County of Richmond/ 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	Complete
416	October 1, 2024, as Seniors for Climate Day in the County of Richmond / 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	Complete
417	Request from Amy Wagg for English-Gaelic Boundary Signage in the County of Richmond/ 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	Complete

418	Request to write off taxes for property AAN 02913135, owned by Donald Frost, which was destroyed by fire/ 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	Complete
419	Request to write off taxes for property AAN 04126068, owned by James White, which was destroyed by fire/ 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	Complete
420	Request to write off taxes for property AAN 06373917, owned by Colton Gillis & Keisha Morrison, which was destroyed by fire/ 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	Complete
421	Grant request from the Seniors Take Action Coalition for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,400 / 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	Complete
422	Mapping for ESC and VFD's/ 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	Complete
423	Provincial road re-opening/maintenance/ 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	Complete
424	Sub-division planning with EDPC/ 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	In Progress
425	Previous decisions to remove West Bay Road VFD from meetings/ 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	Complete
426	Strait Area Transit, Articles of Incorporation and By-Laws/ that Council approve the amendments to the Strait Area Transit Articles of Incorporation and By-Laws as presented.	09-23-2024	Municipal Council	Immediate	Complete
427	Receipt of Donations Policy/ 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	Complete
428	Taxi Liscence/ 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	Complete
429	Taxis By-law/ that Council refer the Taxis By-Law to the By-Law/Policy Committee for review.	09-23-2024	Municipal Clerk	Immediate	Complete

430	Communications related to the municipal election / 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	11-25-2024	Municipal Clerk	Immediate	Complete
431	Good Neighbour Project proposal/ that the Committee of the Whole recommend to Council to refer the Good Neighbour Project proposal to staff for further investigation	11-25-2024	CAO	Immediate	In Progress
432	Members of Council ABCC appointments/ that the Committee of the Whole recommend to Council to approve the Committee Matrix with the changes as discussed.	11-25-2024	Municipal Clerk	Immediate	Complete
433	Low Income Tax Exemption Program Policy/ 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.	11-25-2024	Municipal Clerk	Immediate	Complete
434	Royal Canadian Legion Br. 150 grant request for the Type 1, Infrastructure Grant Funds in the amount of \$5,000./ 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.	11-25-2024	Department of Finance	Immediate	Complete
435	Acadiaville Community Centre Society grant request for the Type 2 Start-up Activity Grant Funds in the amount of \$500./ 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.	11-25-2024	Department of Finance	Immediate	Complete
436	Isle Royale ATV Club's request for a letter of support/ 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.	11-25-2024	Warden	Immediate	Complete
437	Dr. Kingston Memorial Community Health Centre's request for letters of support/ 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.	11-25-2024	Warden	Immediate	Complete
438	Contact information/ 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.	11-25-2024	Technology Specialist	Immediate	Complete
439	New Code of Conduct/ 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 (see Nov 25/2024 Regular Council minutes)	11-25-2024	Municipal Clerk	Immediate	Complete
440	Second Reading Approval/ that council give second reading approval to the amendment to the West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County Land Use ByLaws (5 motions, see Nov 25, 2024 Regular Council Minutes)	11-25-2024	Municipal Clerk	Immediate	Complete
441	Registered Mail/ that Council refer the matter of registered mail to Planning Advisory/Heritage Committee	11-25-2024	Municipal Clerk	Immediate	Complete

442	International Day of Persons with Disabilities Proclamation/ that Council approve the proclamation to proclaim December 3 as International Day of Persons with Disabilities in the Municipality of the County of Richmond.	11-25-2024	Municipal Clerk	Immediate	Complete
443	Appointment of Investigator for the new Code of Conduct/ that Council appoint Noal Landry of EMM Law as the interim investigator for the complaint and investifation process under the Code of Conduct for Elected Officals of the Muniaplity of the County of Richmond.	11-25-2024	CAO	Immediate	Complete
444	Citizen Appointments / that Council accept the recommendation from Committee of the Whole and appoint Dorothy Booher to the IDEA Committee for a 5-year term, Robbin Cotton and Robert Wambolt to the Planning Advisory/Heritage Committee, both for 5-year terms, Stacey Morrison to the RCMP Advisory Board for a 5-year term, Cindy Walker to the Destination Cape Breton Association Board for a 3-year term; and FURTHER MOVE that Council direct staff to advertise any remaining vacancies to ABCCs.	12-16-2024	Municipal Clerk	Immediate	Complete
445	Destination Cape Breton Association (DCBA) / that Council accept the recommendation from the Committee of the Whole and designate Destination Cape Breton Association as the administrator of the Marketing Levy for Richmond County.	12-16-2024	CAO	Immediate	Complete
446	DCBA / that Council accept the recommendation from the Committee of the Whole and direct the CAO to request the financial statements for the past four years from the Destination Cape Breton Association.	12-16-2024	CAO	Immediate	Complete
447	Deer Population / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	12-16-2024	CAO	Immediate	In Progress
448	Approved Fire Equipment Reallocation/ that Council accept the recommendation from the Committee of the Whole and accept the Volunteer Fire Department Equipment Funding Memo from the Emergency Services Coordinator.	12-16-2024	Municipal Council	Immediate	Complete
449	Property AAN 04127455 which was damaged by fire/ that Council accept the recommendation from the Committee of the Whole and write off the taxes for property AAN 04127455 owned by Rodney Samson, which was completely destroyed by fire, in the amount of \$400.69, which represents taxes on the dwelling only from August 7, 2024, to March 31, 2025.	12-16-2024	Revenue Manager	Immediate	Complete
450	Invitation to joint the Rural Region 1 Solid Waste Committee/ that Council accept the recommendation from the Committee of the Whole and have the Director of Public Works and one member of Council, pending selection, attend the Rural Region 1 Solid Waste Committee meetings.	12-16-2024	Municipal Council	Immediate	Complete
451	Recruitment of Volunteer Firefighters / that Council accept the recommendation from the Fire Protection Services Committee and have municipal staff meet with the Volunteer Fire Departments to discuss advertising in the Richmond Reflection for the recruitment of volunteer firefighters in Richmond County.	12-16-2024	ESC	Immediate	Complete
452	Electric Vehicles / that Council refer this item to staff to investigate the feasibility of gradually integrating more EVs into our public fleet vehicles, looking at it from a perspective of both GHG reduction and saving taxpayers dollars.	12-16-2024	CAO	Immediate	Complete

453	Exploration of a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park / that Council authorize staff and Council team to work with the Province and Invest NS on how a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park could work.	12-16-2024	CAO	Immediate	In Progress
454	Village of St. Peter's guarantee request for the Community Hub Project/ that Council approve a loan guarantee in the amount of \$206,000 for the purpose of the Village of St. Peter's Community Hub Renovation Project.	12-16-2024	Director of Finance	Immediate	Complete
455	Alzheimer Awareness Month/ that Council approve the proclamation as presented.	12-16-2024	Municipal Clerk	Immediate	Complete
456	Destination Cape Breton Association financial documents/ that Council accept the recommendation of the Committee of the Whole and direct the CAO to speak to the CEO and/or the Board of Destination of Cape Breton Association to allow Richmond County Council to release the financials without the confidentiality component.	1-28-2025	CAO	Immediate	Complete
457	Proclamation request from Jennifer Enright of the Canadian Amyloidosis Support Network/ hat Council accept the recommendation of the Committee of the Whole and approve the proclamation to proclaim March 2025 as Amyloidosis Awareness Month in Richmond County.	1-28-2025	Municipal Clerk	Immediate	Complete
458	Isle Madame New Horizon Senior Citizens Club for the Infrastructure Grant Funds in the amount of \$5000.00/ hat Council accept the recommendation of the Committee of the Whole and approve the grant request from the Isle Madame New Horizon Senior Citizens Club for the Infrastructure Grant Funds in the amount of \$5000.00 and be allocated as follows: \$ 750.00 from District One Funds, \$750.00 from District Two Funds, and \$ 3,500.00 from the Infrastructure Grant Funds.	1-28-2025	Director of Finance	Immediate	Complete
459	Richmond Boxing Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$10,000/ that Council accept the recommendation of the Committee of the Whole and approve the grant request from the Richmond Boxing Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$10,000 and be allocated as follows: \$ 500.00 from District Four Funds, \$2,000.00 from District Five Funds, and \$7,500.00 from the Regional Funds.	1-28-2025	Director of Finance	Immediate	Complete
460	Travel and Expense Policy - Re-adoption / that Council accept the recommendation of the By-Law/Policy Committee and re-adopt the Travel and Expense Policy.	1-28-2025	Municipal Clerk	Immediate	Complete
461	Hospitality Expense Policy - Re-adoption / hat Council accept the recommendation of the By-Law/Policy Committee and re-adopt the Hospitality Expense Policy.	1-28-2025	Municipal Clerk	Immediate	Complete
462	Holy Guardian Angels Parish grant request for the Type 1- Infrastructure Grant Funds in the amount of \$5000 / that Council approve the Holy Guardian Angels Parish grant request in the amount of \$1,500.00 to be allocated from the District 5 Funds.	1-28-2025	Director of Finance	Immediate	Complete
463	Whiteside Church Preservation Society grant request for the Type 1- Infrastructure Grant Funds in the amount of \$5,000 / that Council defer the Whiteside Church Preservation Society grant request to the next Committee of the Whole meeting.	1-28-2025	Municipal Clerk	Immediate	Complete
463	Role of caregivers who participate on the Inclusive, Diverse, Equitable, Accessible Advisory Committee/ that Council accept the recommendation of the Inclusive, Diverse, Equitable, Accessible Advisory Committee and have the Warden prepare a letter addressed to the Nova Scotia Directorate, requesting clarification on the role of caregivers who are members of an accessibility advisory committee, AND FURTHER MOVE that a copy of the letter be sent to Inclusion Nova Scotia.	1-28-2025	Warden	Immediate	Complete

464	Crime Stopper decals at appropriate locations in Richmond County/ that Council accept the recommendation of the RCMP Advisory Board and approve the request from Sgt. Mike Lidstone to display Crime Stopper decals throughout Richmond County and FURTHER MOVE to refer to staff for installation and determining the appropriate locations.	1-28-2025	CAO	Immediate	In Progress
465	Sgt. Brad Kelly's initiative to organize a Town Hall meeting with residents and local law enforcement/ that Council accept the recommendation of the RCMP Advisory Board and support Sgt. Brad Kelly's initiative to organize a Town Hall meeting with residents and local law enforcement.	1-28-2025	CAO	Immediate	Complete
466	River Tillard to St. Peter's 3km Trail/ that Council reaffirm Council's support for the Province to issue the East Richmond ATV Riders a Letter of Authority to assume management of the trail and to encourage trail users to work together on accessible and reasonable solutions.	1-28-2025	Warden	Immediate	Complete
467	Multi-Use Facility Feasibility Study / that Council accept the recommendation of the Committee of the Whole and accept the Multi-Use Facility Feasibility Study as presented.	02-25-2025	Municipal Clerk	Immediate	Complete
468	Richmond Arena's under-ice surface refrigeration system/ that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system, surface piping and cement, and refrigeration compression system and report back to Council.	02-25-2025	Director of Public Works/CAO	Immediate	In Progress
469	Planning variance notification procedure/ that Council accept the recommendation of the Committee of the Whole and direct Eastern District Planning Commission staff to prepare the amending pages for the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County, decreasing the variance appeal period from 21 days to 14 days.	02-25-2025	Municipal Clerk	Immediate	In Progress
470	Atlantic Hydrogen Alliance membership/ that Council accept the recommendation of the Committee of the Whole and authorize staff to make an application for the Municipality of the County of Richmond to become a Catalyst Member of the Atlantic Hydrogen Alliance.	02-25-2025	Municipal Clerk	Immediate	Complete
471	Property assessment caps and homes destroyed by fire or other disaster/ that Council accept the recommendation of the Committee of the Whole and have the Warden draft a letter to the provincial Department of Municipal Affairs asking for this change and as well include our local NSFM representatives Amanda Mombourquette and John Dunbar to be made aware and advocate on our behalf.	02-25-2025	Warden	Immediate	Complete
472	Acadiaville Community Centre Society for the Type 3 - C3 Sponsorships Grant Funds in the amount of \$500/ that Council approve the Acadiaville Community Centre Society grant application for the Type 3 – C3 Sponsorships Grant Funds in the amount of \$500.00 and be allocated from the District 2 Funds	02-25-2025	Director of Finance	Immediate	Complete
473	Coastal Riders ATV Club for the Type 4-Regional/Health/General Grant Funds in the amount of \$3,050./ that Council accept the recommendation of the Committee of the Whole and approve the Coastal Riders ATV Club for the Type 4-Regional/Health/General Grant Funds in the amount of \$3,050.00 and be allocated as follows: \$500.00 from the District 5 Funds, \$500.00 from the District 4 Funds and \$2,050.00 from the Regional Fund.	02-25-2025	Director of Finance	Immediate	Complete
474	Whiteside Church Preservation Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$5,000./ that Council accept the recommendation of the Committee of the Whole and approve the Whiteside Church Preservation Society grant request for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,000 and be allocated from the District 3 Funds.	02-25-2025	Director of Finance	Immediate	Complete

475	2019 Code of Conduct Policy/ that Council accept the recommendation of the By-Law/Policy Committee and repeal the 2019 Code of Conduct Policy.	02-25-2025	Municipal Clerk	Immediate	Complete
476	Recommendations from In Camera, Re: Committee Appointments/ that Council appoint Donna Dittrick to the IDEA Committee and Clifford Boudreau to the Recreation Advisory Committee.	02-25-2025	Director of Community Development and Recreation	Immediate	Complete
477	Private Road Curbside Collection Requests Policy/ hat Council refer the Private Road Curbside Collection Request Policy to the By-Law/Policy Committee for review.	02-25-2025	Municipal Clerk	Immediate	Complete
478	Letter from the Honourable John Lohr, Minister of Municipal Affairs, Re: New Fiscal Challenges/ that Council have the Warden draft a letter to Minister Lohr in response to his request, thanking him for the letter and noting that Council will provide a response within the next few weeks.	02-25-2025	Warden	Immediate	Complete
479	Isle Madame Boat Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$20,000./ hat Council accept the recommendation of the Committee of the Whole and approve the Isle Madame Boat Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$20,000, contingent on CCBF eligibility, allocated as follows: \$10,000 from the Waterfront Development Fund for the 2024/2025 fiscal year and the remaining \$10,000 to be allocated from the Waterfront Development Fund for the 2025/2026 fiscal year.	02-25-2025	Director of Finance	Immediate	Complete