



Regular Council Meeting

Tuesday, October 28, 2025

6:00 p.m., Items 1-2, Richmond Room

6:30 - 7:00 p.m., Items 3, Recess for Public Hearing

7:00 p.m., Items 4-19, Council Chambers

AGENDA

1. **Call to Order**
2. **In Camera Session**
 - a) Personnel
3. **Recess**
4. **Opening Acknowledgement**
5. **O'Canada**
6. **Roll Call of Councillors**
7. **Recommendation(s) from In Camera Session**
8. **Election of Deputy Warden**
9. **Items Added to the Agenda (Approval of Agenda)**
10. **Review of Minutes, Re:**
 - a) September 23, 2025
11. **Question Period:**
 - Restricted to items on the committee reports
 - Phone in: (902) 226-9885 (see question period details below)
12. **Committee Reports:**
 - a) Committee of the Whole
 - i. Inverness Asylum Commemoration Project
 - ii. Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700
 - iii. Low Income Tax Property Tax Exemption Program
 - iv. Summary of amendments to the MGA
 - v. Cost-shared Road Paving, J-Class Roads 2026-27
 - b) Planning Advisory/Heritage Committee
 - i. Review of permitting practices for standalone buildings
 - ii. Review of the CMHC Housing Catalogue
 - c) Municipal Emergency Management Advisory Committee
 - i. Comfort centres/emergency shelters strategy
 - d) By-law/Policy Committee
 - i. Committees Policy, Re: Appendix A – ABCC Matrix Update



ii. Grant Disclosure Policy Amendments

13. Second Reading, Re:

- a) Repeal of By-law 64 - Dundee Hills Development Wastewater Management District By-Law

14. Members of Council Items:

- a) Councillor Amanda Mombourquette, Re: Code of Conduct Changes - Verbal

15. Correspondence

- a) Action Required
 - i. Letter from the Richmond County Literacy Network, Re: Dolly Parton Imagination Library
- b) For Information Purposes
 - i. Memo from the Property Valuation Services Corporation, Re: Property Assessment and the Municipal Modernization Act (Bill No. 141)
 - ii. MOCR letter to Isle Madame Fire Department, Re: Council's decision regarding Board representation

16. Review of Action Items

- a) Action Items List

17. Items Added to the Agenda

18. Question Period

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

19. 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](#)

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: TERM OF OFFICE OF DEPUTY WARDEN

APPROVAL DATE: SEPTEMBER 11, 2000

WHEREAS the Municipal Government Act provides that Council shall select one of its Council members to be the Deputy Warden of the Council;

AND WHEREAS the Municipal Government Act provides that prior to the selection of a Deputy Warden, the Council shall determine, by policy, the term of office of the Deputy Warden;

THEREFORE BE IT RESOLVED that Richmond Municipal Council adopt a policy that the office of Deputy Warden shall be one year.



Regular Council Meeting

September 23, 2025

Location: Richmond Room & Council Chambers

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

Staff: Troy MacCulloch, Chief Administrative Officer (CAO), Danielle Martell, Community Development Coordinator

Regrets: Deputy Warden Brent Sampson

1. Call to Order

Warden Lois Landry called the meeting to order at 6:31 p.m.

2. In Camera

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the meeting move to an "In Camera" session at 6:31 p.m.

Motion carried.

a) Personnel

Moved by Councillor Shawn Samson, seconded by Councillor Amanda Mombourquette, that the meeting revert to "Regular" session at 6:46 p.m.

Motion carried.

3. Opening Acknowledgement

The Warden reconvened the 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.

4. O'Canada

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



5. Roll Call of Councillors

Danielle Martell took the roll call of Councillors.

6. Recommendation from In Camera Session

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council appoint Katie Cave to the Bras d'Or Lake Biosphere Regional Board and Adam Frederick Pottie to the Inclusive, Diverse, Equitable, Accessible (IDEA) Committee.

Motion carried.

7. Items Added to the Agenda (Approval of Agenda)

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the agenda be approved.

Motion carried.

8. Review of Minutes – Re:

a) Special Meeting, June 24, 2025

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the minutes of the June 24, 2025, Special meeting be adopted.

Motion carried.

b) Special Meeting, July 22, 2025

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that the minutes of the July 22, 2025, Special meeting be adopted.

Motion carried

c) Special Meeting, August 13, 2025

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the minutes of August 13, 2025, Special meeting be adopted.

Motion carried.

9. Question Period

There were no questions.



10. Committee Reports

a) Committee of the Whole

- i. The Committee discussed the taxi license and taxi driver's license application.

Moved by Councillor Shawn Samson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and approve the taxi license and taxi driver's license application for Willie's Taxi as discussed in camera.

Motion carried.

- ii. The Committee discussed the Recreation Nova Scotia Conference Sponsorship

Moved by Councillor Shawn Samson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and accept the staff recommendation to sponsor the Recreation Nova Scotia Conference at the Silver Sponsor level of \$1,000.00, and be allocated from the Sponsorship Budget.

Motion carried with three (3) in favour and one (1) opposed. (Nay: Councillor Brian Marchand)

- iii. The Committee discussed the Richmond Arena updates as presented in the Administration Operations Report

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate all possible funding opportunities for the repairs to the Richmond Arena.

Motion carried.

- iv. The Committee discussed the proclamation request from Josie Robinson, Community Engagement Officer at the Kingston Memorial Community Health Centre, regarding Global Media and Information Literacy Week.

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and proclaim October 24-31, 2025, as Global Media and Information Literacy Week.

Motion carried.

Global Media and Information Literacy Week

October 24-31, 2025

WHEREAS all citizens of Richmond County deserve to feel safe and supported online, no matter their age, class, race, gender, or geography, and

WHEREAS community awareness can help individuals feel empowered in the age of information overwhelm and information pollution; and

WHEREAS artificial intelligence is now rapidly proliferating and interacting with human users online; and

WHEREAS accurate and timely information are crucial for a safe and equitable society; and

WHEREAS misinformation and disinformation negatively impact health outcomes by contributing to social isolation, division, and hate; and

WHEREAS curbing the spread of false information online helps keep citizens of Richmond County prepared during times of crisis; and

WHEREAS fostering online critical thinking and fact-checking skills is an act of care and protection of our communities; and

WHEREAS media and information literacy skills are crucial for maintaining democracy, and trust in Canadian institutions;

THEREFORE, be it resolved that I, Warden Lois Landry, on behalf of Richmond County Municipal Council, do hereby proclaim October 21-31, 2025, as “Global Media and Information Literacy Week” in Richmond County.

- v. The Committee discussed the letter of support request from Jacqueline Gerrior, Economic Development Officer at CDÉNE, regarding the Celebration Isle Madame.

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and authorize the Warden to provide a letter of support regarding the Celebration Isle Madame, following a conversation with CDÉNE to explore any opportunities to expand or include other Acadian communities in the broader Richmond County area.

Motion carried



Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council adopt the Committee of the Whole Report for the month of September 2025.

Motion carried.

b) By-law/Policy Committee

- i. The Committee discussed the Hands-Free Cell Phone Policy.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and repeal the Hands-Free Cell Phone Policy.

Motion carried.

- ii. The Committee discussed the Dundee Hills Development Wastewater Management District By-law, By-law #64.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and proceed with the repeal process of the Dundee Hills Development Wastewater Management District By-law, By-law #64.

Motion carried.

- iii. The Committee discussed the updated appendices of the Comfort Centres Policy.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the recommendation of the By-law/Policy Committee and adopt the following updated appendices to the Comfort Centre Policy: Appendix B: List of MOCR Comfort Centres and Appendix B1: Comfort Centres Map.

Motion carried.

- iv. The Committee discussed the amendments to the Low Income Exemption Program Policy.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the recommendation of the By-law/Policy Committee and adopt the amendments to the Low Income Tax Exemption Program Policy as presented, with the addition of a revision to the policy title by inserting the word "Property" before the word "Tax".

Motion carried.



- v. The Committee discussed setting the household income threshold and property tax exemption amount for the Low Income Tax Exemption Program.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and set the household income threshold at \$30,000 and the property tax exemption amount at \$200 for the Low Income Tax Exemption Program.

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that the main motion be amended to add the word “Property” before the word “Tax”.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and set the household income threshold at \$30,000 and the property tax exemption amount at \$200 for the Low Income Property Tax Exemption Program.

Motion carried.

- vi. The Committee discussed the Municipal Fees Policy.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the recommendation of the By-law/Policy Committee and adopt the Municipal Fees Policy as presented.

Motion carried.

- vii. The Committee discussed the By-law/Policy Section of the Working List.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and remove Item 21 (Heritage By-law) and Item 22 (Heritage Property Designation Policy) from the Working List.

Motion carried.

- viii. The Committee discussed the Discussion Section of the Working List.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-



law/Policy Committee and remove Item 5 (Roaming Farm Animals) and Item 6 (Animal By-law) from the Working List.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council adopt the By-law/Policy Committee Report for the month of September 2025.

Motion carried.

c) Planning Advisory Committee

- i. The committee discussed implementing a standing agenda item titled "Review of Action Items".

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to implement a standing agenda item titled "Review of Action Items".

Motion carried.

- ii. The Committee discussed the Nova Scotia Department of Agriculture's municipal survey on agriculture in planning.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct the Director of EDPC to participate in the Municipal Survey on Agriculture in Planning.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that the Planning Advisory/Heritage Committee Report for the month of September 2025 be adopted.

Motion carried.

d) Recreation Advisory Committee

- i. The Committee discussed the communication and evacuation plan for the Richmond Arena for snow loads that exceed 24 pounds per square foot

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Recreation Advisory Committee and that staff be directed to prepare a communication



and evacuation plan to address the potential to have to close the arena to the public if the snow load on the roof of the Richmond Arena reaches 24 pounds per square foot (psf).

Motion carried.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council adopt the Recreation Advisory Committee Report for the month of September 2025.

Motion carried.

e) Audit Committee

- i. The Committee discussed the appointment of auditors

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Audit Committee and send out a request for proposal (RFP) for auditors.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the main motion be amended to add the words “ for the term of five (5) years” after the word auditors.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Audit Committee and send out a request for proposal (RFP) for auditors for the term of five (5) years.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council adopt the Audit Committee Report for September 15, 2025.

Motion carried.

- ii. The Committee discussed the financial statements for the year ending March 31, 2025

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Audit Committee and approve the draft financial statements of the Municipality for the year ended March 31, 2025, as presented, with the non-substantive changes as discussed.

Motion carried.



Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that Council adopt the Audit Committee Report for September 22, 2025.

Motion carried.

f) Fire Protection Services Committee

i. The Committee discussed the Dry Hydrant Policy and Priority List

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Fire Protection Services Committee and direct staff to investigate a Dry Hydrant installation in Cleveland (County Line Road/Riverside Road and Hwy 4 – Southeast side of bridge).

Motion carried.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council adopt the Fire Protection Services Committee Report for the month of September 2025.

Motion carried.

11. First Reading, Re:

a) Repeal of By-law 64 - Dundee Hills Development Wastewater Management District By-Law

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that Council give first reading approval of By-law Number R-100, Repeal of By-law #64 – Dundee Hills Development Wastewater Management District By-law.

Motion carried.

12. New Business, Re:

a) Growth and Renewal of Infrastructure Development (GRID) funding application

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that Council support an application to the Province's GRID program for the Louisdale Water Distribution System Renewal Project at a total cost of \$500,000, with 50% proposed to be funded by the Utility Depreciation Fund and 50% through the GRID program.

Motion carried.



- a) Richmond Water Utility Source Water Protection Advisory Committee
Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council approve the re-establishment of the Source Water Protection Advisory Committee, the draft terms of reference, and the advertising for two members of the public to join the committee.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council refer the Committees Policy to the By-law/Policy Committee to update the Committees Matrix by including the Source Water Protection Advisory Committee.

Motion carried.

13. Correspondence

- a) Action Required:

- i. Email from Celeste Gotell, Community Outreach Coordinator, Seniors Take Action Coalition of Richmond County, Re: National Seniors Day proclamation request

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that Council approve the National Seniors Day proclamation request.

Motion carried

National Seniors' Day

October 1, 2025

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

WHEREAS, approximately 46% of the population of Richmond County are 55 years and older; and

WHEREAS, the seniors of Richmond County have contributed immensely to the life and vibrancy of our community through their wisdom, experience, resilience, and countless hours of volunteer work; and



WHEREAS, older adults serve as vital community leaders, caregivers, and mentors, enriching our lives and fostering intergenerational connections; and

WHEREAS, the Seniors Take Action Coalition of Richmond County, along with their many partners - seniors clubs, the Dr. Kingston Community Health Centre, Richmond River Roots, Telile Community Television, and others - are committed to promoting an age-friendly Richmond County and healthy communities that support seniors' wellness; and

WHEREAS, it is our collective responsibility to ensure all seniors can live with dignity, independence, and security in a caring community;

THEREFORE, be it resolved that I, Warden Lois Landry, on behalf of Richmond County Municipal Council, do hereby proclaim October 1, 2025, as "National Seniors' Day" in Richmond County. And I urge all residents to recognize and honor the invaluable contributions of our senior residents.

b) For Information Purposes

- i. Government of Nova Scotia Fall 2025 agencies, boards, and commissions recruitment campaign
- ii. Letter from Mayor Rod Gilroy, Municipality of Cumberland, to the Honorable Minister John Lohr, and to the Nova Scotia Federation of Municipalities regarding strong mayor powers
- iii. MOCR letter of support for the application of the Seniors Take Action Coalition for their project Supporting Healthy Aging
- iv. Senior Take Action Coalition 2024-2025 Annual Report

14. Unfinished Business

- a) Action Item 505: 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 Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council refer the request to the By-law/Policy Committee for further consideration, whether to develop a new policy or amend the Street Lights Policy.

Motion carried.



15. Review of Action Items

a) Action Items List

For information only.

16. Items Added to the Agenda

n/a

17. Question Period

Mitch Benoit approached Council.

18. Adjournment

There being no further business, the Chair adjourned the meeting at 8:24 p.m.

Chairperson

Recorder

Committee of the Whole Report

October 2025

The Committee met on October 14, 2025.

The Committee discussed the Inverness Asylum Commemoration Project.

I move that Council accept the recommendation of the Committee of the Whole and defer the \$9,000 funding request to budget deliberations.

I move that Council accept the recommendation of the Committee of the Whole and authorize the signing of the joint project request for provincial support, and acknowledge the Municipality's role in the Inverness Asylum by passing a resolution, engaging the IDEA Committee in its preparation.

The Committee discussed the Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700.

I move that Council accept the recommendation of the Committee of the Whole and rescind the motion made on June 24, 2025 (Action Item No. 590), which granted \$1,000 to the Framboise Community Centre.

I move that Council accept the recommendation of the Committee of the Whole and approve the Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700 and be allocated as follows: \$350 from the District 5 Fund and \$350 from the Regional Fund.

The Committee discussed the Low Income Property Tax Exemption Program.

I move that Council accept the recommendation of the Committee of the Whole and approve an extension to the application deadline for the 2025 Low Income Property Tax Exemption Program to December 31, 2025, and that qualified applicants who have paid their property taxes in full receive their exemption amount by rebate cheque.

I move that Council accept the recommendation of the Committee of the Whole and refer the Low Income Property Tax Exemption Program to the By-law/Policy Committee to change the application deadline to December 31.



The Committee discussed the letter from the Honourable John Lohr, Minister of Municipal Affairs, regarding the summary of amendments to the MGA.

I move that Council accept the recommendation of the Committee of the Whole and refer the MGA amendment, “Tax reductions due to natural disasters”, to the By-law/Policy Committee for further discussion.

I move that Council accept the recommendation of the Committee of the Whole and refer the MGA amendment, “Allowing tax sale payments to be made electronically”, to the By-law/Policy Committee for further discussion.

The Committee discussed the application to the Province for cost-shared paving for the 2026-27 fiscal year. (Supplementary information attached)

I move that Council accept the recommendation of the Committee of the Whole and add Touesnard Lane to the list.

I move that Council accept the recommendation of the Committee of the Whole and submit an application to the Province for cost-shared paving of the following J-class roads in order of priority: Kings Road, Rockdale; Touesnard Lane, River Bourgeois; Forgeron Road, West Arichat; Sampson Road, L’Ardoise; and Lobster Plant Road, Cape Auget.

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

Memo

To: Municipal Council
From: Troy MacCulloch
Date: October 23, 2025
Re: Priority J-Class Roads List, Re: Number of Dwellings

Purpose

The purpose of this memo is to provide Council with supplementary information on the number of dwellings located along each of the J-class roads included in the priority list.

Background

On October 14, 2025, during the Committee of the Whole, Council requested additional information regarding the number of dwellings located on each of the J-class roads on the priority list.

Supplementary Information

The current proposed priority list and corresponding number of dwellings are as follows:

Priority	J-Class Roads	Number of Dwellings
1	Kings Road, Rockdale	4
2	Touesnard Lane, River Bourgeois	3
3	Forgeron Road, West Arichat	6
4	Sampson Road, L'Ardoise	5
5	Lobster Plant Road, Cape Auget	3

Note: Given the length of Lobster Plant Road and that it serves three dwellings, the cost of undertaking the full project at once would be significant. Council may wish to explore phasing the work over multiple years.

Attachments:

- Letter - Re: Cost-Shared Upgrades - Nova Scotia Public Works
- J-Class Roads List
- Director of Public Works Briefing Note



**Public Works
Office of the Minister**

1000 Bessie Street, Halifax, Nova Scotia, Canada B3C 2Y7

Warden Amanda Mombourquette
Municipality of the County of Richmond
Box 120
Arichat, NS B0E 1A0

Dear Warden Mombourquette:

Re: Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2024-25.

Thank you for your Municipality's submission under the Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2024/25.

Due to program limits, the Department will not be able to proceed with Lobster Plant Road, Sampson Road, Kings Road and Forgeron Road. The Municipality may wish to re-submit these candidates for the 2025-26 program under the terms outlined in the Cost Share Agreement.

Yours sincerely,

Kim D. Masland
Minister of Public Works

c: Troy MacCulloch, Chief Administrative Officer, Municipality of Richmond
Paul Colton, District Director, Eastern
Andrew MacPherson, Construction Manager, Eastern
Laura Cunningham, Capital Program Administration Officer

Road Submission List from the Municipality of :	Richmond
Submitted By:	Chris Boudreau
Date (M/D/Y) :	2023-10-10

***If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.**

*In order of Priority	Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (if a road has multiple sections and different surface types they must be listed seperatly and counted as two priorities - ex. below)	Treatment Type Requested (paving, double chip or repaving): <i>*See Upgrading Options below</i>	Comments (Example: district name/subdivision name/ etc)
<i>Examples</i>										
1	0123	1	J	Jane Road	Route 66	Smith Road	1.2	asphalt	repaving	Smith Subdivision
2	0123	2	J	Jane Road	Smith Road	end of listing	1.5	gravel	paving	Smith Subdivision
3	8765	1	I	Smith Road	Jane Road	end of cul de sac	0.35	chip seal on sand seal	paving	Smith Subdivision
4	0765	3	H	High Road	Route 79 easterly	end of listing at turning circle	0.85	gravel	double chip	District A
PLEASE FILL IN THE BELOW ELECTRONICALLY (NO HAND WRITING)										
1	0576	1	J	Lobster Plant Road	JCT Cape Auget (0417)	Fish Plant	2.034	gravel	paving	Cape Auget
2	0556	1	J	Sampson Road	JCT RTE247	Turning Area	0.28	gravel	paving	L'Ardoise
3	0558	1	J	Kings Road	JCT RTE247	End of listing	0.209	gravel	paving	Rockdale
4	0535	1	J	Forgeron Road	JCT RTE206	Eng of listing	0.353	double chip seal	paving	West Arichat
5										
6										
7										
8										
9										
10										

***Please limit priorities to a maximum of ten due to the current funding limitations of the Province.**

* Upgrading Options		
Current Road Status	Upgrade to Double Chip Seal	Upgrade to Pavement
Gravel / RAC	Yes	Yes
Sand Seal / Chip Seal	No	Yes
Pavement	No	Yes



BRIEFING NOTE
Municipality of the County of Richmond

Cost-Shared Road Paving J-Class Roads 2026-27
August 13, 2025

PURPOSE

The purpose of this briefing note is to seek direction from Council for application to the Province for cost-shared paving, repaving, and double chipping of J-class roads in the Municipality for the 2026-27 construction season.

CURRENT SITUATION

The Provincial Department of Public Works issued a call for applications for cost-shared upgrades to J-class roads for the 2026-27 construction season (correspondence attached). The Province will consider requests for up to 10 candidates which must be provided in order of priority. The deadline for applications is October 31, 2025.

BACKGROUND

In 2023 the Municipality submitted an application for cost sharing on three J-class roads. The roads, in order of priority, were:

Marchand Lane, Louisdale
Sampson Road, West L'Ardoise
Lobster Plant Road, Cape Auget

The Municipality received Provincial approval for Marchand Lane and the work was completed.

ANALYSIS / FINANCIAL IMPLICATIONS

Costs for upgrading may be estimated at \$500,000-\$600,000 per km with the Municipal portion being 50% (costs may vary substantially with location, length, condition, etc.). True costs would not be known until tendered costs are available, however the province will provide an estimate in advance of tendering for any approved roads. If the Municipality chooses to proceed after receiving the estimate the Province will issue a tender to carry out the work.

ACTION REQUIRED

Should Council wish to submit an application to the Province for cost-shared paving of J-class roads a motion of Council listing the roads in order of priority will be required in advance of the October 31, 2025 deadline. Only those projects which the Municipality intends to fund in fiscal 2026-27 should be submitted.

Attachments:

- J-Class Roads List
- Letter Re Cost-Shared Upgrades – Nova Scotia Public Works



Public Works

Johnston Building, 4th Floor
1672 Granville Street
PO Box 186
Halifax, Nova Scotia
B3J 2N2

Bus: 902-424-0897
Fax: 902-424-0570
E-mail: laura.cunningham@novascotia.ca

August 12, 2025

Mr. Troy MacCulloch
Chief Administrative Officer
Municipality of the County of Richmond
2357 Highway 206
Arichat NS B0E 1A0

Dear Mr. MacCulloch:

RE: COST SHARE AGREEMENT 2023-018 ON THE PAVING OF SUBDIVISION (J CLASS) STREETS

The Department of Public Works expects to fund, subject to budget approval, the paving, repaving, and double chipping of Subdivision streets during the 2026-27 construction season.

Cost sharing, regardless of type of treatment (paving, repaving, or double chip), will be fifty per cent for eligible streets (50/50).

As per section 3.1 of the agreement, the Municipality must provide notice to the Province on or before October 31, 2025.

Attached, you will find a Road Submission List to be filled out electronically and returned to me electronically by October 31, 2025.

Examples of how to fill out the form are provided. Due to funding limitations, please limit your priorities to a maximum of ten candidates **and please put these in order of priority**. If any of the columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit.

The submitted streets will be reviewed to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for paving, repaving, or double chip.

Please submit this information to **my attention via email** to ensure your list will be considered for the upcoming fiscal year.

Please consider your Municipality's fiscal funding limitations when preparing your list and limit the list to only the projects the Municipality intends to fund in fiscal 2026-27.

Sincerely,

Laura Cunningham

Laura Cunningham
Capital Program Administration Officer

c: Andrew MacPherson, Construction Manager, Eastern

Road Submission List from the Municipality of :	
Submitted By:	
Date (M/D/Y) :	

**If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.*

*In order of Priority	Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (If a road has multiple sections and different surface types they must be listed seperatly and counted as two priorities - ex. below)	Treatment Type Requested (paving, double chip or repaving): *See Upgrading Options below	Comments (Example: district name/subdivision name/ etc)
<i>Examples</i>										
1	0123	1	J	Jane Road	Route 66	Smith Road	1.2	asphalt	repaving	Smith Subdivision
2	0123	2	J	Jane Road	Smith Road	end of listing	1.5	gravel	paving	Smith Subdivision
3	8765	1	I	Smith Road	Jane Road	end of cul de sac	0.35	chip seal on sand seal	paving	Smith Subdivision
4	0765	3	H	High Road	Route 79 easterly	end of listing at turning circle	0.85	gravel	double chip	District A
PLEASE FILL IN THE BELOW ELECTRONICALLY (NO HAND WRITING)										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Please limit priorities to a maximum of ten due to the current funding limitations of the Province.*

Current Road Status	Upgrade to Double Chip Seal	Upgrade to Pavement
Gravel / RAC	Yes	Yes
Sand Seal / Chip Seal	No	Yes
Pavement	No	Yes

J-Class Roads - Richmond

Description	Z_Community	Z_FromDesc	Z_ToDesc	Z_ofLane s	Z_CenterK M	Z_Surfac e
BEN BOUDREAU: (0544), SECT 001	BOUDREAUVILLE	JCT WEST SIDE PETIT DE GRAT (0527)	END OF PAVEMENT	1	0.095	PA
BENNYS LANE BR: (0618), SECT 001	LOUISDALE	JCT BENNYS LN (0530)	JCT GRANDIQUE FERRY (0442)	2	0.128	PA
BENNYS LN: (0530), SECT 001	LOUISDALE	JCT GRANDIQUE FERRY (0435)	END OF ASPHALT	2	0.587	PA
BENOIT: (0547), SECT 001	PETIT DE GRAT	JCT LITTLE ANSE - WEST ARICHAT (0460) (TOWARDS SHORE)	0.14KM FROM RTE206 (0206)	2	0.141	PA
BINETS LN: (0614), SECT 001	ARICHAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	JCT RTE206 (0206) NEAR HIGHLAND ST	2	0.114	PA
BOOTH FISHERIES: (0534), SECT 001	BOUDREAUVILLE	JCT WEST SIDE PETIT GRAT (0527)	FISH PLANT	2	0.103	PA
BOUDREAU: (0542), SECT 001	BOUDREAUVILLE	JCT WEST SIDE PETIT DE GRAT (0527)	END OF LISTING	1	0.155	PA
BOUDREAUVILLE: (0552), SECT 001	BOUDREAUVILLE	JCT WEST SIDE PETIT DE GRAT (0527)	END OF PAVEMENT	1	0.154	PA
BURKE'S: (0538), SECT 001	SOUTH SIDE RIVER BOURGEOIS	JCT SOUTSIDE RIVER BOURGEOIS (0517)	END OF LISTING	2	0.275	PA
CAMPBELL: (0548), SECT 001		JCT BLACK RIVER (0409)	END OF LISTING	2	0.6	GR
CHURCH LN: (0613), SECT 001	ARICHAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	JCT RTE206 (0206) NEAR CHURCH	2	0.14	PA
COGSWELL: (0567), SECT 001	EVANSTON	JCT EVANSTON (0447)	END OF SERVICE	2	0.25	GR
COURTHOUSE LN: (0616), SECT 001	ARICHAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	JCT RTE206 (0206) NEAR COURT HOUSE	2	0.132	PA
DUNCAN RD: (0528), SECT 001	LOUISDALE	JCT GRANDIQUE FERRY (0435)	END	2	0.704	PA
FORGERON: (0535), SECT 001	WEST ARICHAT	JCT RTE206 (0206)	END OF LISTING AT JOSEPH BOUDREAU'S	2	0.353	DG
GODFREYS LN: (0617), SECT 001	ARICHAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	JCT RTE206 (0206) & RTE320 (0320)	2	0.134	PA
GROS NEZ: (0446), SECT 001	PETIT DE GRAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	END OF LISTING	2	0.482	PA
HARBORVIEW: (0559), SECT 001	PORT ROYAL	JCT PORT ROYAL (0498) & MACEACHERN (0476)	END OF LISTING	2	0.217	GR
HARBOURVIEW CRES: (0566), SECT 001	LOUISDALE	JCT RTE320 (0320)	END OF LISTING	2	0.66	PA
HIGHLAND ST: (0564), SECT 001	ARICHAT	JCT RTE206 90206	TURNING CIRCLE	2	0.36	PA
ISLANDVIEW: (0568), SECT 001	LOUISDALE	JCT DUNCAN (0528)	END OF LISTING	2	0.68	PA
LANDRY: (0529), SECT 001	LOUISDALE	JCT RTE320 (0320) 0.1KM NORTH OF HWY104 OVERPASS IN LOUISDALE	END	2	0.287	PA
LANGLEY LN: (0573), SECT 001	POINT TUPPER	JCT PULP MILL (0456)	END	2	0.36	GR
LEVESCONTE LN: (0626), SECT 001	RIVER BOURGEOIS	JCT CHURCH POINT LOOP (0623)	0.3KM SOUTH OF CHURCH POINT LOOP (0623)	2	0.29	GR
LITTLE ANSE - WEST ARICHAT BR: (0629), S	SAMPSONS'S COVE	JCT LITTLE ANSE - WEST ARICHAT (0460)	END AT SAMPSONS COVE	1	0.385	PA
LOBSTER PLANT: (0576), SECT 001	CAPE AUGET	JCT CAPE AUGET (0417)	FISH PLANT	2	2.034	GR
LUNDRIGAN: (0546), SECT 001	PETIT DE GRAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	END OF PAVEMENT	1	0.143	PA
MARCHAND LN: (0577), SECT 001	LOUISDALE	JCT RTE320 (0320)	END OF LISTING	1	1.28	PA
MARINE DR: (0571), SECT 001	PETIT DE GRAT	JCT SOUTH SIDE PETIT DE GRAT (0516)	END OF LISTING	2	0.17	GR
MATTHEWS: (0565), SECT 001		JCT COUNTY LINE (0453)	END OF LISTING	2	0.5	GR
NORTH VERNARDS LN: (0602), SECT 001	LITTLE ANSE	JCT LITTLE ANSE - WEST ARICHAT (0460)	END AT FENCE	1	0.31	PA

J-Class Roads - Richmond

Description	Z_Community	Z_FromDesc	Z_ToDesc	Z_ofLanes	Z_CenterKM	Z_Surface
OAK RIDGE: (0572), SECT 001	GRAND ANSE	JCT TK4 (0004)	END OF LISTING	2	0.45	GR
OLD FERRY BR: (0634), SECT 001	PETIT DE GRAT	JCT OLD FERRY (0463)	END AT WHARF	2	0.213	PA
OLD FERRY: (0463), SECT 001	PETIT DE GRAT	JCT LITTLE ANSE-WEST ARICHAT (0460)	END OF LISTING	2	0.395	PA
OLD PETIT DE GRAT: (0543), SECT 001	PETIT DE GRAT	JCT LITTLE ANSE-WEST ARICHAT (0460)	START OF K SECTION (0.15KM SOUTH OF JCT LITTLE ANSE - WEST ARICHAT (0460))	2	0.148	PA
POINT TUPPER STREETS: (0494), SECT 001	POINT TUPPER	JCT POINT TUPPER (0493)	END AT TPW FIELD OFFICE	0	0.68	PA
POND LN: (0630), SECT 001	LITTLE ANSE	JCT LITTLE ANSE - WEST ARICHAT (0460)	END	1	0.27	PA
PONDVILLE REAR BR: (0637), SECT 001	PONDVILLE SOUTH	JCT PONDVILLE (0496)	END OF LISTING	1	0.14	PA
PROCTOR: (0523), SECT 001	LOWER RIVER INHABITANTS	JCT LOWER RIVER (0451)	END OF LISTING AT RAILROAD	2	0.466	GR
SAMPSON LN: (0531), SECT 001	LOUISDALE	JCT RTE320 (0320)	END OF LISTING	2	0.23	PA
SHANNON: (0430), SECT 001	MARTINIQUE	JCT RTE320 (0320)	SHORE	2	0.486	GR
SINGERS LANE: (0627), SECT 001	RIVER BOURGEOIS	JCT LEVESCONTE LN (0626)	0.3KM EAST OF LEVESCONTE LN (0626)	2	0.3	GR
STAN FRANCISCO LN: (0589), SECT 001	LITTLE ANSE	JCT NORTH VERNARDS LN (0602)	END OF LISTING	1	0.21	PA
TOUESNARD'S: (0563), SECT 001	RIVER BOURGEOIS	JCT GRAND GULLY (0411)	END OF LISTING	2	0.34	GR
TYLER LN: (0574), SECT 001	SOUTHSIDE RIVER BOURGEOIS	JCT SOUTHSIDE RIVER BOURGEOIS (0516)	END OF LISTING	2	0.16	GR
UPTONS LN: (0615), SECT 001	ARICHAT	JCT LITTLE ANSE - WEST ARICHAT (0460)	JCT RTE206 (0206) 0.2KM EAST OF BINETS LANE	2	0.09	PA
VERNARDS LN: (0562), SECT 001	LITTLE ANSE	JCT LITTLE ANSE - WEST ARICHAT (0460)	0.13KM FROM RTE206 (0206)	1	0.13	PA

Total Length: 16.931

J-Class Roads - Richmond

Description	Z_Community	Z_FromDesc	Z_ToDesc	Z_ofLanes	Z_CenterKM	Z_Surface
ARGYLE ST: (0603), SECT 001	ST. PETERS	JCT TK4 (0004)	END AT SCHOOL	2	0.17	PA
CENTINNIAL ST: (0587), SECT 001	ST. PETERS	JCT WEST BAY (0524)	END (NORTH OF HIGH SCHOOL)	2	0.12	PA
CLANNON: (0555), SECT 001	LITTLE HARBOUR	JCT SHORE LOWER L'ARDOISE (0512)	END OF LISTING	2	1.15	GR
DENYS ST: (0532), SECT 001	ST. PETERS	JCT TK4 (0004) AT CANAL	JCT TOULOUSE ST (0533)	2	0.603	PA
EVONG: (0541), SECT 001	WEST L'ARDOISE	JCT RTE247 (0247)	END OF LISTING	2	0.065	GR
FRED TAYLOR: (0537), SECT 001	WEST L'ARDOISE	JCT BURKEY'S LN (0581)	END AT FRED TAYLOR'S	2	0.082	GR
GEORGE PETERS: (0536), SECT 001	LOWER L'ARDOISE	JCT SHORE LOWER L'ARDOISE (0512)	JCT POINT MICHAUD (0492)	2	0.59	GR
GERARD TAYLOR: (0540), SECT 001	WEST L'ARDOISE	JCT BONA (0580)	END OF LISTING AT GERARD TAYLOR'S	2	0.18	GR
GOLDEN RIVER: (0551), SECT 001	WEST LOCH LOMOND	JCT WEST SIDE LOCH LOMOND (0526)	END OF LISTING	2	0.277	GR
JAMES: (0575), SECT 001	SAMPSONVILLE	JCT WEST BAY (0524)	END AT TURNING CIRCLE	2	0.25	PA
KINGS: (0558), SECT 001	ROCKDALE	JCT RTE247 (0247)	END OF LISTING	2	0.209	GR
LAKEVIEW DR: (0549), SECT 001	ST. PETERS	JCT WEST BAY (0524)	END OF LISTING	2	0.202	PA
MAC'S: (0570), SECT 001	LEWIS COVE	JCT SOLDIER'S COVE (0515)	JCT SOLDIER'S COVE (0515) AT LEWIS COVE	2	1.082	GR
MACKENZIE: (0539), SECT 001	L'ARDOISE	JCT RTE247 (0247) AT OLD LARDOISE CO-OP	END AT MORVANS	2	0.302	GR
MARTELL - REHBURG: (0553), SECT 001	L'ARDOISE	JCT RTE247 (0247)	END OF LISTING	2	0.382	PA
MARTELL: (0533), SECT 001	L'ARDOISE	JCT RTE247 (0247) EAST OF L'ARDOISE	JCT RTE247 (0247)	2	0.905	GR
SAMPSON: (0556), SECT 001	L'ARDOISE	JCT RTE247 (0247) (EAST OF BRIDGE IN L'ARDOISE)	TURNING AREA	2	0.28	GR
WALL ST: (0604), SECT 001	LITTLE HARBOUR	JCT WEST BAY (0524) AT CAPE GEORGE (LITTLE HARBOUR)	EASTERLY INCLUDING TURN AREA	2	0.4	GR
WEST BAY EXT: (0488), SECT 001	ST. PETERS	JCT TK4 (0004)	OLD RAILWAY RIGHT OF WAY	2	0.1	PA

Planning Advisory/Heritage Committee Report

October 2025

The Committee met on October 4, 2025.

The committee discussed the review of permitting practices for standalone buildings.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to prepare a report on how to provide more consistency and less ambiguity for accessory buildings across the County.

The Committee discussed the review of the CMHC Housing Catalogue.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to prepare a report outlining the process, scope, timeline, and resources required to overhaul and consolidate Richmond County's Land Use By-laws, with the goal of improving consistency, reducing ambiguity, and removing barriers to diverse and affordable housing development.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to update the zoning areas for Evanston, Isle Madame, and St. Peter's to allow a minimum of 4 units as of right.

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



Municipal Emergency Management Advisory Committee Report

October 2025

The Committee met on October 1, 2025.

The Committee discussed the comfort centres/emergency shelters strategy.

I move that Council accept the recommendation of the Municipal Emergency Management Advisory Committee and direct staff to investigate ways to improve and expand comfort centres and emergency shelters across the County in preparation for budget deliberations.

This concludes the monthly report of the Municipal Emergency Management Advisory Committee for the month of October 2025, and I move its adoption.



By-Law/Policy Committee Report

October 2025

The Committee met on October 14, 2025.

The Committee discussed the amendments to Appendix A: Committee Matrix of the Committees Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and remove the St. Anne's Community & Nursing Care Centre and the Volunteer Fire Department from the Committee Matrix, and add the Richmond Water Utility Source Water Protection Advisory Committee.

I move that Council accept the recommendation of the By-law/Policy Committee and direct staff to review the St. Peter's, Sampsonville and Area Water Utility Board governing documents and report back to the committee.

The Committee discussed the amendments to the Grant Disclosure Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Grant Disclosure Policy, with the following changes:

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

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

MUNICIPALITY OF THE COUNTY OF RICHMOND (MOCR) COMMITTEE MATRIX

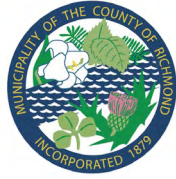
COUNCIL ESTABLISHED ABCCs

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 (ECRL)	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	Richmond Villa Board	min 4/year	Standing/Statutory	Municipal Housing Corp Act	3	Councillor Brian Marchand, Councillor Amanda Mombourquette, Deputy Warden Brent Sampson, ALT - Councillor Shawn Samson		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	
20	Richmond Water Utility Source Water Protection Advisory Committee	3/year	Standing/Statutory	Nova Scotia Environment and Climate Change (NSECC)	1									1	2	

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
21	Allan J. MacEachern Regional Airport Management Committee	min 4/year	External Community	By Policy	2	Councillor Amanda Mombourquette, Councillor Shawn Samson, ALT - Deputy Warden Brent Sampson		1	1							6
22	Bras d'Or Lake Collaborative Environmental Planning Initiative (CEPI) Senior Council	4/year	External Community	By Policy / Charter	1	Warden Lois Landry	1									~20
23	Bras d'Or Lake CEPI Steering Committee	1/quarter	External Community	By Policy				1								
24	Cape Breton South Recruiting for Health	1/month	External Community	By Policy	1	Councillor Brian Marchand, ALT - All members of Council		4								~20

25	Fire Services Association of Nova Scotia (FSANS)	6/year	External Community	By Policy												1		1
26	Pitu'paq	1/month	External Community	By Policy	1	Councillor Amanda Mombourquette												
27	Strait Area Transit (SAT)	6/year	External Community	By Policy	2	Councilor Amanda Mombourquette, Councillor Shawn Samson												
28	Strait of Canso Offshore Wind Task Force	1/month	External Community	By Policy	1	Warden Lois Landry, Councillor Brian Marchand	1		1									
29	Strait Richmond Housing Matters Coalition	1/month	External Community	By Policy	1	Councillor Amanda Mombourquette												
EXTERNAL COMMUNITY ABCCs - Citizen Appointees																		
ABCCs		Approximate Meeting Frequency	Committee Type	Appointment Created	Citizen Appt.'s												Other External	
30	Strait of Canso Superport Corporation - Strait Superport Board	6/year	External Community	By Policy	1													
31	Destination Cape Breton Association (DCBA)	6/year	External Community	By Policy	1													
32	Bras d'Or Lake Biosphere Association	6/year	External Community	By Policy	1													
33	Cape Breton Local Immigration Partnership	4/year	External Community	By Policy	1													
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
34	Doctor Kingston Memorial Community Health Centre	10/year	External Community	By Policy		To be Determined												
35	Raising the Villages	6/year	External Community	By Policy		To be Determined												
36	Richmond County Literacy Network (RCLN)	10/year	External Community	By Policy		To be Determined												
37	Seniors Take Action Coalition (STAC)	Commtee 1/month Board 6/year	External Community	By Policy		To be Determined												
Updated October 20, 2025																		



Title Grant Disclosure Policy

Approved by Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

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

Shelley David
Municipal Clerk

1. Policy Statement

1.1 Pursuant to Section 65(C) of the *Municipal Government Act*, it shall be the policy of the Municipality of the County of Richmond that all grant funding provided each year by the Municipality to community organizations be publicly disclosed according to the conditions as set out in this policy.

Grant disclosure policies under Section 65(C):

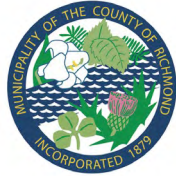
- (1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the amounts of those grants.
- (2) A policy adopted under subsection (1) must include the (a) frequency and timing of disclosure; (b) content to be included in a disclosure; and (c) form in which the disclosure must be made.
- (3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.

2. Short Title

2.1 This Policy is entitled “Grant Disclosure Policy”.

3. Frequency and Timing of Disclosure

3.1 Prior to June 30th of each year, the Municipality shall publicly disclose all grant funding provided in the previous fiscal year through one master list of all recipients.



4. Content to be Included in Disclosure

4.1 The following information must be included in the disclosure:

- a) The name of the recipient organization with the total granted amount, the type of grant as defined in the current funding framework.

5. Form in Which the Disclosure Must be Made

5.1 Disclosure of such grant funding shall be on our municipal website and as per the [Strategic Communications Plan](#).

5.2 Additional communication channels used for disclosure are listed in the Strategic Communication Plan.

6. Responsibilities

6.1 Municipal Council will be responsible to:

- a) review, amend, and adopt the grant disclosure policy.

6.2 The CAO will be responsible to:

- a) implement the grant disclosure policy; and
- b) support staff in the annual disclosure.

6.3 The Director of Finance will be responsible for producing the master list of grant recipients for disclosure.

6.4 The Municipal Clerk will be responsible for publishing the disclosure as per the Communication/Dissemination of Information standard operating procedures.

7. Policy Review/Amendment Schedule

7.1 This Policy was last reviewed :

Date of Review	Approved/Amended
October 14, 2025 <ul style="list-style-type: none">• Reword section 4.1(a): “The name of the recipient organization with the total granted amount, the type of grant as defined in the current funding framework.”• Remove section 4.1(b) and 4.1(c).• Remove section 4.2.• Reword section 5.1: “Disclosure of such grant funding shall be on our municipal website and as per the Strategic Communications Plan.”• Remove section 6.1(b).• Replace CFO with Director of Finance in 6.3.	
New Policy	October 23, 2023



MUNICIPALITY OF THE COUNTY OF RICHMOND

BY-LAW NUMBER R-100

REPEAL OF BY-LAW 64 - DUNDEE HILLS DEVELOPMENT WASTEWATER MANAGEMENT DISTRICT BY-LAW

1. Short Title

1.1. This by-law shall be known as By-law R-100 and may be cited as the “Repeal of By-law 64 - Dundee Hills Development Wastewater Management District By-law”

2. Repeal

2.1. The following by-law of the Municipality of the County of Richmond is hereby repealed:
Dundee Hills Development Wastewater Management District By-Law, By-Law #64.

This is to certify that the foregoing By-law was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the _____.

Given under the hands of the Warden and Clerk and the seal of the Municipality this ___ day of _____, 2025.

Lois Landry
Warden

Shelley David
Municipal Clerk



September 25, 2025

To: Richmond County Business Owner
Or Organization

To whom it may concern,

In 2024, Richmond County Literacy Network re-established "The Dolly Parton Imagination Library," a program that addresses literacy head on in our county. This is where approximately 85 children, ages 0-5 from all around Richmond County receive books every month, right at their home.

The program costs approximately \$4000.00 annually and therefore we are asking our local businesses to consider donating to help our children in Richmond County for the programming year, '25-'26.

What are the benefits of helping out monetarily: 1) We will advertise your contribution (Picture with RCLN personnel and your business rep) on our Facebook page and also on our website. 2) We are a registered charity and can give you a receipt for tax purposes. 3) Your business will be directly affecting our next generation in our communities with literacy, education and employment. The first 5 years of a child's life, 0-5 are the most influential and impressionable years.

Thanking you in advance for your consideration of this important and worthwhile endeavor by RCLN.

Please see the attached flyer with a full description of, "The Dolly Parton Imaginary Library."

Kind regards,

Mitch David

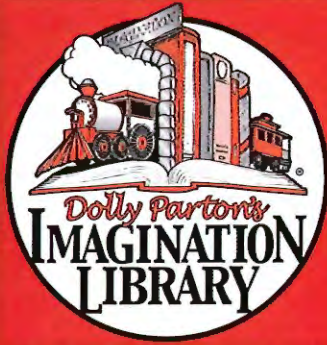
Executive Director
Richmond County Literacy Network
10036 Grenville Street, St. Peters, N.S.
Box 98. B0E 3B0

executivedirector@rcln.ca *E-transfer*

Office: 902-535-3304

Cell: 902-631-5199

EARLY LITERACY BOOK GIFTING PROGRAM



summary

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

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

\$3.85
per child per month

or \$46 per child, per year

COST

benefits

YOUR COMMUNITY

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

THE CHILDREN

A child enrolled from birth to five will build a library of up to 60 books. Exposure to books from a young age can help encourage a love of reading that will last a lifetime.

The first few years of life are key to brain growth. Reading with a young child develops communication, cognition and social and emotional skills.

YOUR ORGANIZATION

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

OUR FUTURE

Economists have demonstrated that investment in the earliest years of life is the most cost-effective form and sees far greater returns in productivity, health and education.

Supporting the Imagination Library is a very straightforward and practical way in which a company can invest in the workforce of the future.

EARLY LITERACY BOOK GIFTING PROGRAM



Affiliate Feedback: Imagination Library

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

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

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

Contacts

Jeanne Smitiuch
Regional Director,
Canada
The Dollywood
Foundation of Canada
jsmitiuch@imaginationlibrary.ca

steps to get involved

STEP 1

DETERMINE THE LIKELY NUMBER OF CHILDREN & CONFIRM BUDGET.

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

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

Memo

TO: Municipal Chief Administration Officers and Revenue/Tax Department Staff
FROM: Property Valuation Services corporation
DATE: October 14, 2025
SUBJECT: Property Assessment and the *Municipal Modernization Act* (Bill No. 141)

Purpose

This memo provides important information to municipal staff and elected officials on Property Valuation Services Corporation's (PVSC) authority within the *Nova Scotia Assessment Act* R.S., c. 23, s. 1 ("Assessment Act") related to the valuation and CAP administration of properties impacted by natural disaster, having regard to the recent introduction and passage of Bill 141.

Background

Section 45A of the *Assessment Act*, which establishes the Capped Assessment Program (CAP), does not specify how the CAP applies to new construction following property loss from fire or other natural disasters.

In 2023, following the destruction of 165 properties in wildfires, the Province passed a regulation directing PVSC to use each affected property's 2023 capped assessment when administering the CAP upon completion of reconstruction. This measure was intended to alleviate financial hardship for affected homeowners and applied only to that specific class of properties rebuilt after the 2023 wildfires.

On October 3, 2025, the *Municipal Modernization Act* came into effect, giving municipal councils the authority to establish policies that reduce taxes payable on properties rebuilt after being destroyed by wildfire, hurricane, flood, storm, or other natural disaster.

Implication

The authority to provide tax relief to property owners rebuilding after natural disaster now rests solely with municipalities. PVSC does not have the authority to replicate the 2023

approach or otherwise modify the application of the CAP in similar circumstances. Going forward, PVSC will administer assessments in accordance with the *Assessment Act*, which requires new construction value to be excluded from the benefit of the CAP until the subsequent assessment year.

The recent legislative amendments do not include authority to provide tax relief for individual fires unrelated to a natural disaster.

Revised Opinion of Value to Support Municipal Tax Relief

In accordance with Section 69A of the *Municipal Government Act*, 1998, c. 18, s. 1 (“MGA”), municipalities may ask PVSC to provide a revised opinion of value for a property that has been destroyed or damaged by fire or other natural disaster and this process is intended to support the municipality in recalculating property taxes to provide relief for the current municipal taxation year. This revised opinion of value letter will include a property’s assessed and taxable assessed values prior to, and after, the destruction of the dwelling.

In subsequent years, a property’s assessed and taxable assessed values, reflective of any reconstruction or changes, will be captured through PVSC’s regular annual assessment process and reflected on the official assessment roll.

Summary:

The authority to determine and administer post-disaster tax relief now resides with municipalities. PVSC does not have the authority to preserve or carry forward a property’s pre-destruction capped assessment. However, PVSC will continue to provide revised opinions of value during a current assessment cycle, upon request by the Municipal Clerk, to support municipalities in responding to destruction of property by fire.

PVSC Contact Information

For questions regarding this memo or property assessment, please contact PVSC’s municipal service desk at servicedesk@pvsc.ca or 1-800-380-7775.

Useful links:

[The Municipal Modernization Act](#)

[The Nova Scotia Assessment Act](#)

[The Municipal Government Act](#)

Frequently Asked Questions

Can PVSC help create a tax relief policy?

The authority to create and administer tax relief policies rests with the municipality. PVSC can provide information and technical input during policy development to help ensure clarity around assessment processes and respective roles.

What role does PVSC play in supporting municipal tax relief programs?

PVSC provides information and assessment data to municipalities. This includes:

- A one-time revised opinion of value during a current assessment cycle upon request by the Municipal Clerk, which shows a property's assessed and taxable assessed values before and after destruction.
- Annual assessment roll which shows a property's assessed and taxable assessed values after destruction, which includes value from new construction or other changes to the property.

PVSC does not administer or implement tax relief; municipalities are responsible for designing and applying relief policies.

What is a revised opinion of value, and how should municipalities use it?

A revised opinion of value is a one-time assessment letter provided to support tax relief for the current municipal year. It is not part of the assessment roll, cannot be appealed, and does not replace the annual assessment process. Municipalities may reference it when calculating or approving tax relief under their local policies.

How often will PVSC update a property's assessment after reconstruction?

PVSC's annual assessment process will reflect reconstruction or other property changes each year. For example, a property rebuilt in 2025 after a natural disaster will have its updated assessed and taxable assessed values included on the official 2026 assessment roll.

Does PVSC monitor rebuilding efforts?

Municipalities are responsible for issuing building and occupancy permits. PVSC receives this information from each municipality and uses it, along with inspection and review processes, to assess the value of any new construction. If construction is not finished, a value will be added for the percentage that is completed.

Is there a process for providing tax relief when a single property is destroyed by fire or another natural disaster?

Yes. In these situations, PVSC can provide a *revised opinion of value* upon request by the Municipal Clerk to support municipal tax relief for the current tax year. All new construction will be captured through the regular assessment process in accordance with the *Assessment Act*. The creation and administration of any tax relief program remain the responsibility of the municipality.



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

WARDEN

October 20, 2025

Rod Samson, President
Isle Madame Volunteer Fire Department
via email

Dear Rod,

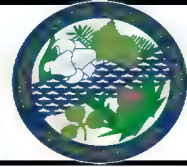
Thanks again for the opportunity to attend this year's AGM. As mentioned at that meeting, when Richmond County reduced the number of Councillors from ten to five, Council took steps to streamline its committee and board appointments. It was determined that Councillors would serve only on committees and boards formally sanctioned through motions of Council.

As such, the Municipality will not be designating a Councillor to sit on your Board of Directors at this time. We remain deeply appreciative of the service the Isle Madame Volunteer Fire Department provides to our residents and look forward to maintaining a positive and cooperative relationship. To that end, if the Board wishes, I would be happy to attend meetings as a non-voting guest—either on a regular basis or upon request. Just let me know.

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



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
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	Pending
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
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
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. Update: 4-22-2025 that Council write a letter regarding joint management, and a follow-up letter insisting on the inclusion of Point Tupper Heavy Industrial Park lands in an Atlantic Canadian port assessment that are owned by the province of Nova Scotia and Invest Nova Scotia.	12-16-2024	CAO/Warden	Immediate	In Progress
483	Construction and Demolition Debris Landfill Expansion / 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. & 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.	03-25-2025	Director of Public Works	Immediate	In Progress

501	Lot size restrictions and technology for on-site sewage for unserviced areas/ 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.	03-25-2025	EDPC Staff	Immediate	In Progress
504	Climate Risk Assessment and Prioritized Adaptation Plan Project/ that Council pursue Option One (1) in the staff memo, to approve and upload onto the FCM website a signed letter confirming our in-kind contributions to the project as outlined in the package, Council resolution letter, and to attend online education sessions and update information as required.	03-25-2025	ESC	Immediate	In Progress
522	Receipt of donations policy development/ that Council accept the recommendation of the By-Law/Policy Committee and refer the policy for donations to staff for a report on the feasibility of moving forward with a draft policy.	4-22-2025	Director of Finance	Immediate	In Progress
529	Committee Appointments / that Council appoint Tara Paon and Shauna Cotton to the IDEA Committee and FURTHER MOVE that staff advertise the following ABCC vacancies: Recreation Advisory Committee, Bras d'Or Lake Biosphere Region Association (BLBRA) Board, Cape Breton Local Immigration Partnership (CBLIP) Council, Destination Cape Breton Association Board (DCBAB), and the Strait of Canso Superport Corporation – Strait Superport Board.	5-27-2025	Municipal Clerk	Immediate	Complete
530	Recommendation from In Camera Session/ that Council accept the recommendation of the Committee of the Whole and authorize the Revenue Manager to sell property AAN 07963912 at the June 6, 2025, tax sale as discussed in camera.	5-27-2025	Revenue Manager	Immediate	Complete
531	Quit Claim Deed/ that Council accept the recommendation of the Committee of the Whole and approve the quit claim deed as presented.	5-27-2025	Municipal Clerk	Immediate	Complete
532	Tax Reduction Due to Fire / that Council accept the recommendation of the Committee of the Whole and write off the taxes for property AAN 02920891 owned by Joyce MacMullen, which was completely destroyed by fire, in the amount of \$2,584.19, which represents taxes on the dwelling only from April 6, 2025, to March 31, 2026.	5-27-2025	Revenue Manager	Immediate	Complete
533	Whiteside Church Preservation Society grant application for the Tier 2 Community Grant Fund in the amount of \$3,000 / that Council accept the recommendation of the Committee of the Whole and refer the grant application from the Whiteside Church Preservation Society to after the budget is passed.	5-27-2025	Municipal Clerk	Immediate	Complete
534	Deer Population / that Council accept the recommendation of the Committee of the Whole and send a letter to the Minister of Natural Resources urging the Department to make changes to the 2025 fall hunt that recognizes the impact to residents of the exploding population of deer, particularly does, in Richmond County.	5-27-2025	Warden	Immediate	Complete
535	Deer Population / that Council accept the recommendation of the Committee of the Whole and send letters to the Department of Public Works and Nova Scotia Power to request that roadside clearing be scheduled early in areas of Richmond County where wildlife strikes have increased in frequency.	5-27-2025	Warden	Immediate	Complete
536	Cell Service/ that Council accept the recommendation of the Committee of the Whole and send a letter to our new Member of Parliament, Jaime Battiste, outlining residents' concerns about limited and deteriorating cell service across Richmond County.	5-27-2025	Warden	Immediate	Complete
537	Pondville Beach Update/ that Council accept the recommendation of the Committee of the Whole and direct staff to explore the Municipality's options for a Letter of Authority between the Municipality and the Province for Pondville Beach and report their findings back to Council, upon completion of the work in the Pondville Beach Provincial Park Management Statement.	5-27-2025	CAO	Immediate	In Progress
538	Extended Producer Responsibility / that Council accept the recommendation of the Committee of the Whole and direct staff to look into the change and what impact it might have on the municipality, and to communicate that to the Nova Scotia Federation of Municipalities (NSFM).	5-27-2025	CAO/Director of Public Works	Immediate	Complete

539	Spike Fund/ that Council accept the recommendation of the Committee of the Whole and refer the Spike Fund Program to the By-Law/Policy Committee.	5-27-2025	Municipal Clerk	Immediate	Complete
540	Draft Financial Statements/ that Council accept the recommendation of the Audit Committee and approve the financial statements of the Municipality for the year ended March 31, 2024.	5-27-2025	Council	Immediate	Complete
541	Appointment of Auditors/ that Council accept the recommendation of the Audit Committee and appoint Doane Grant Thornton as the auditors for the March 31st, 2025, fiscal year end.	5-27-2025	Director of Finance	Immediate	Complete
542	Maximum Setbacks for Commercial Wind Turbines / that Council give first reading approval for the proposed amendments to Policy 5-52 of the MOCR Municipal Planning Strategy as presented., that Council give first reading approval for the proposed amendments to section 6:35.9(a) and 6.35.9 (b) of the MOCR Land Use By-Law as presented., and hat Council give first reading approval for the proposed amendments to Part 9 and Part 15 of the West Richmond Planning Area Land Use By-Law as presented.	5-27-2025	Municipal Clerk	Immediate	Complete
543	Accessory Dwelling Units / that Council give first reading approval for the proposed amendments to the Municipal Planning Strategy for the Isle Madame Plan Area, Chapter 3 Sub-Section 3(a) and Policy G-3.1(a) as presented., and that Council give first reading approval for the proposed amendment to the Land Use By-Law for the Isle Madame Plan Area, Section 33 as presented.	5-27-2025	Municipal Clerk	Immediate	Complete
544	Dog Control By-Law / that Council give first reading approval for the proposed new Dog Control By-law as presented.	5-27-2025	Municipal Clerk	Immediate	Complete
545	Service Connections for accessory dwellings on lots that are able to be subdivided / that Council direct staff to explore possible revisions to current utility regulations around the hookup of secondary units on the same property, including lots that can be subdivided and those that can not.	5-27-2025	CAO/Director of Public Works	Immediate	In Progress
546	Recreation Nova Scotia Sponsorship request / that Council refer the sponsorship request to budget deliberations.	5-27-2025	Municipal Clerk	Immediate	Complete
547	Strait Area Chamber of Commerce - House Steering Committee request for financial support / that Council refer the financial request to budget deliberations.	5-27-2025	Municipal Clerk	Immediate	Complete
548	Recommendation from In Camera Session/ that Council defer the tax sale proceedings for the property discussed in camera for one year.	06-04-2025	Revenue Manager	Immediate	Complete
549	Canada Day Funding/ that Council approve the Canada Day Funding applications as follows: <ul style="list-style-type: none"> •Isle Madame New Horizons Seniors Club \$ 1,000.00 •D'Escousse Civic Improvement Society\$ 2,900.00 •Riverdale Community Services Society\$ 1,780.66 •St. Louis Parish\$ 2,500.00 •St. Peter's and Area Lions Club\$ 5,147.34 •L'Ardoise Men's Club\$ 1,672.00 	6-09-2025	Director of Finance	Immediate	Complete
550	Bursary Funding/ that the funding contributions for bursaries be approved and allocated as follows <ul style="list-style-type: none"> •École Beau-Port.\$ 750.00 •Potlotek Education Centre\$ 750.00 •Richmond Education Centre/Academy\$ 1,500.00 	06-09-2025	Director of Finance	Immediate	Complete
551	5-Year Capital Plan/ that Council approve the five-year Capital Investment Plan for the Municipality of the County of Richmond for the fiscal year ending March 31, 2026.	06-16-2025	Council	Immediate	Complete

552	<p>Area Rates / that Council accept the recommendation of the Director of Finance and that the following area rates be approved: hat Council accept the recommendation of the Director of Finance and that the following area rates be approved:</p> <p>St. Peter's Fire Department 0.11 West Bay Road Fire Dept.0.15 L'Ardoise Fire Dept. 0.16 Grand River Fire Dept.0.15 Loch Lomond Fire Dept. 0.15 Louisdale Fire Dept.0.10 Framboise-Fourchu Fire Dept. 0.15 Isle Madame Fire Dept. 0.11 District Ten Fire Dept. 0.13 Former District #2 Community Rate 0.04 Former District #4 Community Rate 0.01 St. Peter's Village Commission – collect whatever rate they establish, conditional on them providing their rate to the Municipality by July 31, 2025.</p>	06-16-2025	Council	Immediate	Complete
553	<p>Final budget for the year ended March 31, 2026/ that Municipal Council give approval to the municipal estimates of revenues and expenditures for the year ending March 31, 2026, in the amount of \$17,469,578;</p> <p>AND FURTHER MOVED THAT WHEREAS pursuant to the Municipal Act, the Municipal Council of the Municipality of Richmond estimates that sums amounting to \$11,022,689 are required for the lawful purpose of the said Municipality for the year ending March 31, 2026, after crediting the probable revenue from all sources other than rates for the said year and making due allowance for the abatement and losses which may occur in the collection of the taxes and for taxes for the said year which may not be collectible or collected;</p> <p>BE IT THEREFORE RESOLVED that Richmond Council hereby authorizes the levying and collection of a residential rate of 0.85¢ on each \$100 of the assessed value of residential property assessed on the assessment roll and a commercial rate of \$2.15; which rates said Council deems sufficient to raise the sums required to defray the expenditures of the said Municipality for this year, and any deficit from the preceding years;</p> <p>AND BE IT FURTHER RESOLVED that Richmond Council hereby imposes an additional percentage charge of 18 percent per annum on all rates and taxes remaining unpaid;</p> <p>AND BE IT FURTHER RESOLVED that Richmond Council hereby fixes the 30th day of September, 2025, as the day on which the Tax Collector or Treasurer may proceed to issue warrants for the collection of all rates and taxes then unpaid.</p>	06-16-2025	Council	Immediate	Complete
554	<p>Rural Communities Foundation of Nova Scotia – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$5,000 /that Council approve the Rural Communities Foundation of Nova Scotia's grant request for the Tier 2 Community Grant Fund in the amount of \$3,500.00, to be allocated from the Regional Fund.</p>	06-16-2025	Director of Finance	Immediate	Complete
555	<p>Raising the Village Cooperative Limited – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$3,000/ It was the consensus of Council that staff contact Raising the Village Cooperative Limited to get more information.</p>	06-16-2025	Director of Finance	Immediate	Complete
556	<p>Whiteside Church Preservation Society – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$3,000/that Council approve the Whiteside Church Preservation Society's grant request for the Tier 2 Community Grant Fund in the amount of \$3,000.00, to be allocated as follows: \$1,000.00 from the District 3 Fund and \$2,000.00 from the Regional Fund.</p>	06-16-2025	Director of Finance	Immediate	Complete

557	River Bourgeois Mariner Society – Re: Grant application for the Tier 1 Community Grant Fund in the amount of \$1,000/ that Council approve the River Bourgeois Mariner Society’s grant request for the Tier 1 Community Grant Fund in the amount of \$750.00, to be allocated as follows: \$500.00 from the District 4 Fund and \$250.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
558	Kitchen Rackets Organization/Celtic Colours Workshops – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$800/ that Council approve the Kitchen Rackets Organization/Celtic Colours Workshops grant request for the Tier 2 Community Grant Fund in the amount of \$800.00, to be allocated as follows: \$400.00 from District 4 Fund and \$400.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
559	Janvrin’s Island Community Centre – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$7,500/ that Council approve the Janvrin’s Island Community Centre grant request for the Tier 2 Community Grant Fund in the amount of \$ 6640.50, to be allocated as follows: \$1,000.00 from the District 2 Fund and \$ 5640.50 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
560	Kitchen Rackets Organization/Summer Jam Sessions – Re: Tier 2 Community Grant Fund in the amount of \$800/ that Council approve the Kitchen Rackets Organization/Summer Jam Sessions grant request for the Tier 2 Community Grant Fund in the amount of \$200.00, to be allocated from the District 4 Fund.	06-16-2025	Director of Finance	Immediate	Complete
561	St. Peter’s–Grand River–Loch Lomond Pastoral Charge – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$5,980/ that Council approve the St. Peter’s–Grand River–Loch Lomond Pastoral Charge grant request for the Tier 2 Community Grant Fund in the amount of \$5,980.00, to be allocated as follows: \$1,000.00 from the District 4 Fund and \$4,980.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
562	Richmond Artists Alliance Association – Re: Grant application for the Tier 1 Community Grant Fund in the amount of \$1,000/ that Council approve the Richmond Artists Alliance Association grant request for the Tier 1 Community Grant Fund in the amount of \$1,000.00 to be allocated as follows: \$500.00 from the District 1 Fund and \$500.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
563	Riverdale Community Services Society – Re: Grant application for the Tier 1 Community Grant Fund in the amount of \$608.31/ that Council approve the Riverdale Community Services Society grant request for the Tier 1 Community Grant Fund in the amount of \$500.00 to be allocated as follows: \$250.00 from the District 3 Fund and \$250.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
564	Riverdale Community Services Society – Re: Grant application for the Tier 1 Community Grant Fund in the amount of \$396.72/ that Council approve the Riverdale Community Services Society grant request for the Tier 1 Community Grant Fund in the amount of \$200.00, to be allocated from the District 3 Fund.	06-16-2025	Director of Finance	Immediate	Complete
565	Oban Cemetery Society – Re: Grant application for the Tier 1 Community Grant Fund in the amount of \$1,000/ that Council approve the Oban Cemetery Society grant request for the Tier 1 Community Grant Fund in the amount of \$750.00, to be allocated as follows: \$500.00 from the District 4 Fund and \$250.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
566	La Société du Festival Acadien de Petit de Grat – Re: Grant application for the Tier 1 Community Grant Fund in the amount of \$1,000/ that Council approve the La Société du Festival Acadien de Petit de Grat grant request for the Tier 1 Community Grant Fund in the amount of \$1,000.00, to be allocated as follows: \$750.00 from the District 1 Fund and \$250.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
567	Isle Madame Historical Society – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$1,129/ that Council approve the Isle Madame Historical Society grant request for the Tier 2 Community Grant Fund in the amount of \$1129.00, to be allocated as follows: \$429.00 from the District 1 Fund, \$200 from the District 2 Fund, and \$500.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete

568	Lakeside Community Association – Re: Grant application for the Tier 2 Community Grant Fund in the amount of \$7,500/ that Council approve the Lakeside Community Association grant request for the Tier 2 Community Grant Fund in the amount of \$7,500.00, to be allocated as follows: \$1000.00 from the District 4 Fund and \$6,500.00 from the Regional Fund.	06-16-2025	Director of Finance	Immediate	Complete
569	Riverdale Community Services Society – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,250.39/ that Council defer the grant request from the Riverdale Community Services Society to the Regular Council meeting on June 24, 2025.	06-16-2025	Director of Finance	Immediate	Complete
570	Citizen Appointees/ that Council appoint Robbin Cotton to the Destination Cape Breton Association Board, Gail Johnson to the Strait of Canso Superport Board, and Amanda Samson MacPherson to the Recreation Advisory Committee.	06-24-2025	Municipal Clerk	Immediate	Complete
571	Collection services and post-collection services with Circular Materials/ that Richmond Municipal Council authorize staff to finalize agreements for the collection services and post-collection services with Circular Materials based on the Opt-In Service model under Extended Producer Responsibility Regulations and further that the Council authorizes the Chief Administrative Officer to execute the contracts with Circular Materials once finalized.	06-24-2025	CAO/Director of Public Works	Once finalized	In Progress
572	Temporary borrowing resolution for the Loch Lomond volunteer fire department/ that Council accept the recommendation of the Committee of the Whole and enter into a loan agreement with our lending institution in the amount of \$73,564.00 for the purpose of purchasing a 2021 Ford Super Duty F-350 SRW XLT.	06-24-2025	Director of Finance	Immediate	Complete
573	Community Climate Capacity Cohort grant application 2025-2026/ that Council accept the recommendation of the Committee of the Whole and approve that staff apply to the program.	06-24-2025	CAO	Immediate	Complete
574	Deferral of grant applications until after budget approval/ that Council accept the recommendation of the Committee of the Whole and defer the grant applications from the River Bourgeois Mariner Society, Kitchen Rackets Organization/Celtic Colours Workshops, Janvrin's Island Community Centre, Kitchen Rackets Organization/Summer Jam Sessions, and the St. Peter's–Grand River–Loch Lomond Pastoral Charge, until after the 2025-2026 budget is approved.	06-24-2025	Municipal Clerk	Immediate	Complete
575	Tax Exemption By-law (By-law 56)/ that Council accept the recommendation of the Committee of the Whole and refer By-law 56 to staff for investigation into the current status of the organizations listed, look at best practises, and potentially some incentives to help with the appeal or review of assessments.	06-24-2025	CAO	Immediate	In Progress
576	Advocacy for involuntary destruction/ that Council accept the recommendation of the Committee of the Whole and send a letter to the Nova Scotia Federation of Municipalities Board, similar to the one previously sent to the Province, with the addition of a request that involuntary destruction be considered as an advocacy issue.	06-24-2025	Warden	Immediate	Complete
577	Credit freeze/ that Council accept the recommendation of the Committee of the Whole and write a letter to the Province, asking that they seriously consider a credit freeze, similar to the model currently in place in Quebec.	06-24-2025	Warden		Complete
578	Harbour Wars sponsorship request/ that Council accept the recommendation of the Committee of the Whole and receive the request.	06-24-2025	Council	Immediate	Complete
579	Advocacy for public library funding/ that Council accept the recommendation of the Committee of the Whole and that the issue of adequate and sustainable funding for public libraries in Nova Scotia be brought forth to the Nova Scotia Federation of Municipalities Board for consideration as an advocacy priority.	06-24-2025	Warden	Immediate	Complete
580	Capital Improvement and Development Policy/ that Council adopt the amended Capital Improvement and Development Policy as presented.	06-24-2025	Municipal Clerk	Immediate	Complete
581	Guidelines for Designation and Use of Off-Leash Dog Areas/ that Council accept the recommendation of the By-Law/Policy Committee and proceed with the adoption of the Guidelines for the Designation and Use of Off-Leash Dog Areas Policy as presented with the changes as discussed, contingent on the outcome of the review by the Solicitor.	06-24-2025	Municipal Clerk	Immediate	Complete

582	Review of zoning across the county relative to the CMHC catalogue/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to review the CMHC Housing Design Catalogue, or similar catalogues as they present themselves, to determine any barriers our current Land Use By-laws present to residents or developers who may want to build these homes.	06-24-2025	EDPC Staff	Immediate	Complete
583	Follow-up to initial meetings with developers/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and continue conversations with housing and property developers, and invite them to a forum to discuss barriers and solutions to housing and property development across the spectrum.	06-24-2025	Warden	Immediate	Complete
584	Review of permitting practices for standalone buildings (garage/utility/shed)/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to scan all the areas in Richmond County that don't permit standalone buildings (garage/utility/shed) and report back to the Committee.	06-24-2025	EDPC Staff	Immediate	Complete
585	Amendments to the Nova Scotia Building Code Regulations/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and ask EDPC to share their written comments regarding the new building code regulations to the Planning Advisory/Heritage Committee, if any.	06-24-2025	EDPC Staff	Immediate	Complete
586	Maximum Setbacks for Commercial Wind Turbines / that Council give second reading approval for the proposed amendments to Policy 5-52 of the MOCR Municipal Planning Strategy as presented., that Council give first reading approval for the proposed amendments to section 6:35.9(a) and 6.35.9 (b) of the MOCR Land Use By-Law as presented., and hat Council give first reading approval for the proposed amendments to Part 9 and Part 15 of the West Richmond Planning Area Land Use By-Law as presented.	06-24-2025	Municipal Clerk	Immediate	Complete
587	Accessory Dwelling Units / that Council give second reading approval for the proposed amendments to the Municipal Planning Strategy for the Isle Madame Plan Area, Chapter 3 Sub-Section 3(a) and Policy G-3.1(a) as presented., and that Council give first reading approval for the proposed amendment to the Land Use By-Law for the Isle Madame Plan Area, Section 33 as presented.	06-24-2025	Municipal Clerk	Immediate	Complete
588	Dog Control By-Law / that Council amend the Dog Control By-law by removing Section 2.16, the last sentence in 2.19 (beginning with Notwithstanding) and reformat the numbering. - that Council approve the second reading approval for the Dog Control By-law, By-law #70 with the approved amendments	06-24-2025	Municipal Clerk	Immediate	Complete
589	La Picasse Community Cultural Centre – Re: Tier 1 Community Grant Fund application in the amount of \$1,000/ that Council approve the La Picasse Community Cultural Centre grant application for the Tier 1 Community Grant Fund in the amount of \$750, to be allocated as follows: \$200 from the District 2 Fund, \$ 300 from the District 1 Fund, and \$250 from the Regional Fund.	06-24-2025	Director of Finance	Immediate	Complete
590	Framboise Community Centre – Re: Tier 1 Community Grant Fund application in the amount of \$1,000/ that Council approve the Framboise Community Centre grant application for the Tier 1 Community Grant Fund in the amount of \$1,000, to be allocated as follows: \$500 from the District 5 Fund and \$500 from the Regional Fund.	06-24-2025	Director of Finance	Immediate	Complete
591	Arichat Community Development Association – Re: Tier 1 Community Grant Fund application in the amount of \$1,000/ that Council approve the Arichat Community Development Association grant request for the Tier 1 Community Grant Fund in the amount of \$1,000, to be allocated as follows: \$500 from the District 2 Fund, \$500 from the District 1 Fund.	06-24-2025	Director of Finance	Immediate	Complete
592	Letter from Bob MacEachern, Board Chair, Celtic Colours International Festival – Re: Request for support/ that Council receive the letter.	06-24-2025	Council	Immediate	Complete

593	Rochelle Heudes, President, Acadien Festival of Petit de Grat – Re: Sponsorship request/ that Council approve the Level Blue Star Sponsorship in the amount of \$500 to be allocated from the Sponsorship budget.	06-24-2025	Director of Finance	Immediate	Complete
594	Nova Scotia’s Public Authorities Reciprocal Plan Agreement – Re: Defined Benefit (DB) Plans/ that Council authorize sending a letter back to the NSECSB approving to move forward.	06-24-2025	Director of Finance	Immediate	Complete
595	Riverdale Community Services Society – Re: Tier 2 Community Grant Fund application in the amount of \$7,250.39/ that Council approve the Riverdale Community Services Society grant request for the Tier 2 Community Grant Fund in the amount of \$2,400, to be allocated as follows: \$1,000 from the District 3 Fund and \$1,400 from the Regional Fund.	06-24-2025	Director of Finance	Immediate	Complete
596	Sponsorship procedure / that Council refer the sponsorship procedure back to staff for review, further on to By-Law/Policy for discussion.	06-24-2025	CAO	Immediate	In Progress
597	Acadiaville Community Centre Society – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,500 / that Council approve the Acadiaville Community Centre Society grant application for the Tier 2 Community Grant Fund in the amount of \$7,500, to be allocated from as follows: \$500 from the District 1 Funds, \$1,000 from the District 2 Funds, and \$6,000 from the Regional Fund.	07-22-2025	Director of Finance	Immediate	Complete
598	L'Ardoise Jolly Club – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$6,726 / that Council approve the L'Ardoise Jolly Club grant application for the Tier 2 Community Grant Fund in the amount of \$1,000, to be allocated from the District 5 Funds.	07-22-2025	Director of Finance	Immediate	Complete
599	Grand River Presbyterian Church – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,500 / that Council approve the Grand River Presbyterian Church grant application for the Tier 2 Community Grant Fund in the amount of \$7,000, to be allocated as follows: \$3,000 from the District 5 Funds, and \$4,000 from the Regional Fund.	07-22-2025	Director of Finance	Immediate	Complete
600	Village on the Canal Association – Re: Grant application for the Tier 3 Waterfront Development Grant Funds in the amount of \$20,000 / that Council approve the Village on the Canal Association grant application for the Tier 3 Waterfront Development Grant Fund in the amount of \$20,000, to be allocated from the Canada Community Building Fund (CCBF), subject to assessment by staff as to the project’s eligibility.	07-22-2025	Director of Finance	Immediate	Complete
601	St. Peter’s Pirate Association – Sponsorship Request / that Council approve the St. Peter’s Pirate Association sponsorship request in the amount of \$500, to be allocated from the Sponsorship budget.	07-22-2025	Director of Finance	Immediate	Complete
602	Request for a letter/affidavit from Cam Samson, Dundee Hills Vacation Village / that Council authorize the Warden to write a letter of support for Phases 1 to 3 of the Bareland Condominium as a grandfathered campground use, and further, to provide a letter of support in principle for an expansion to the condominium, Phases 4 to 7, subject to amendments to the bylaws.	07-22-2025	Warden	Immediate	Complete
603	ABCC Citizen Appointments/ that Council appoint Katie Cave to the Bras d’Or Lake Biosphere Regional Board and Adam Frederick Pottie to the Inclusive, Diverse, Equitable, Accessible (IDEA) Committee.	09-23-2025	Municipal Clerk	Immediate	Complete
604	Taxi License/ that Council accept the recommendation of the Committee of the Whole and approve the taxi license and taxi driver’s license application for Willie’s Taxi as discussed in camera.	09-23-2025	Municipal Clerk	Immediate	Complete
605	Recreation Nova Scotia Conference Sponsorship/ that Council accept the recommendation of the Committee of the Whole and accept the staff recommendation to sponsor the Recreation Nova Scotia Conference at the Silver Sponsor level of \$1,000.00, and be allocated from the Sponsorship Budget.	09-23-2025	Director of Finance	Immediate	Complete

606	Admin Opps Report - Richmond Arena updates /that Council accept the recommendation of the Committee of the Whole and direct staff to investigate all possible funding opportunities for the repairs to the Richmond Arena.	09-23-2025	CAO	Immediate	Complete
607	Global Media and Information Literacy Week Proclamation/ that Council accept the recommendation of the Committee of the Whole and proclaim October 24-31, 2025, as Global Media and Information Literacy Week.	09-23-2025	Municipal Clerk	Immediate	Complete
608	CDÉNÉ, regarding the Celebration Isle Madame/ that Council accept the recommendation of the Committee of the Whole and authorize the Warden to provide a letter of support regarding the Celebration Isle Madame, following a conversation with CDÉNÉ to explore any opportunities to expand or include other Acadian communities in the broader Richmond County area.	09-23-2025	Warden	Immediate	Complete
609	Hands-Free Cell Phone Policy/ that Council accept the recommendation of the By-law/Policy Committee and repeal the Hands-Free Cell Phone Policy.	09-23-2025	Municipal Clerk	Immediate	Complete
610	Dundee Hills Development Wastewater Management District By-law, By-law #64/ that Council accept the recommendation of the By-law/Policy Committee and proceed with the repeal process of the Dundee Hills Development Wastewater Management District By-law, By-law #64. First Reading Approval: 09/23/2025	09-23-2025	Municipal Clerk	Immediate	In Progress
611	Updated appendices of the Comfort Centres Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the following updated appendices to the Comfort Centre Policy: Appendix B: List of MOCR Comfort Centres and Appendix B1: Comfort Centres Map.	09-23-2025	Municipal Clerk	Immediate	Complete
612	Low Income Exemption Program Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the amendments to the Low Income Tax Exemption Program Policy as presented, with the addition of a revision to the policy title by inserting the word "Property" before the word "Tax".	09-23-2025	Municipal Clerk	Immediate	Complete
613	Low Income Property Tax Exemption Program/ that Council accept the recommendation of the By-law/Policy Committee and set the household income threshold at \$30,000 and the property tax exemption amount at \$200 for the Low Income Property Tax Exemption	09-23-2025	Municipal Clerk	Immediate	Complete
614	Municipal Fees Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the Municipal Fees Policy as presented.	09-23-2025	Municipal Clerk	Immediate	Complete
615	By-law/Policy Working List: Policy and Discussion Sections/ that Council accept the recommendation of the By-law/Policy Committee and remove Item 21 (Heritage By-law) and Item 22 (Heritage Property Designation Policy) from the Working List. - that Council accept the recommendation of the By-law/Policy Committee and remove Item 5 (Roaming Farm Animals) and Item 6 (Animal By-law) from the Working List.	09-23-2025	Municipal Clerk	Immediate	Complete
616	PAC Review of Action Items/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to implement a standing agenda item titled "Review of Action Items"	09-23-2025	Municipal Clerk	Immediate	Complete
617	Nova Scotia Department of Agriculture's municipal survey/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct the Director of EDPC to participate in the Municipal Survey on Agriculture in Planning.	09-23-2025	Municipal Clerk	Immediate	In Progress
618	Evacuation plan for the Richmond Arena for snow loads/ that Council accept the recommendation of the Recreation Advisory Committee and that staff be directed to prepare a communication and evacuation plan to address the potential to have to close the arena to the public if the snow load on the roof of the Richmond Arena reaches 24 pounds per square foot (psf).	09-23-2025	CAO	Immediate	Complete
619	Appointment of Auditors/ that Council accept the recommendation of the Audit Committee and send out a request for proposal (RFP) for auditors. Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the main motion be amended to add the words " for the term of five (5) years" after the word auditors.	09-23-2025	Director of Finance	Immediate	In Progress

620	Year Ending March 31, 2025 Financial Statements/ that Council accept the recommendation of the Audit Committee and approve the draft financial statements of the Municipality for the year ended March 31, 2025, as presented, with the non-substantive changes as discussed.	09-23-2025	Director of Finance	Immediate	Complete
621	Dry Hydrant Policy and Priority List/ that Council accept the recommendation of the Fire Protection Services Committee and direct staff to investigate a Dry Hydrant installation in Cleveland (County Line Road/Riverside Road and Hwy 4 – Southeast side of bridge).	09-23-2025	CAO	Immediate	In Progress
622	GRID funding application/ that Council support an application to the Province's GRID program for the Louisdale Water Distribution System Renewal Project at a total cost of \$500,000, with 50% proposed to be funded by the Utility Depreciation Fund and 50% through the GRID program.	09-23-2025	Director of Public Works	Immediate	In Progress
623	Richmond Water Utility Source Water Protection Advisory Committee/ that Council approve the re-establishment of the Source Water Protection Advisory Committee, the draft terms of reference, and the advertising for two members of the public to join the committee.	09-23-2025	Municipal Clerk	Immediate	Complete
624	Committees Policy/ that Council refer the Committees Policy to the next By-law/Policy Committee meeting.	09-23-2025	Municipal Clerk	Immediate	Complete
625	National Seniors Day proclamation/ that Council approve the National Seniors Day proclamation request.	09-23-2025	Municipal Clerk	Immediate	Complete