

Regular Council Meeting

Tuesday, December 16, 2025

Items 1-2, Richmond Room – 5:30 p.m.
Item 3 – Recess for Public Hearing, Council Chambers – 6:00 p.m.
Items 4-19, Council Chambers – 7:00 p.m.

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. **Recommendations from In Camera** (if applicable)
8. **Items Added to the Agenda** (Approval of Agenda)
9. **Review of Minutes, Re:**
 - a) November 25, 2025, Regular Council Meeting
 - b) June 24, 2025, Public Hearing Minutes
 - c) April 22, 2025, Public Hearing Minutes
10. **Question Period:**
 - Restricted to items on the Committee Reports
 - Phone: (902) 226-9885 (see question period details below)
11. **Committee Reports:**
 - a) Committee of the Whole
 - i. Establishing a minimum acceptable bid for properties scheduled for the February 6, 2026, tax sale
 - ii. Proposed implementation of a fire protection rate on property owners in Point Tupper
 - iii. Firearm training
 - iv. Richmond Arena
 - b) Audit Committee – Verbal
 - i. Award of Tender
 - c) By-law/Policy Committee
 - i. Delegations and Petitions to Municipal Council Policy
 - ii. Hospitality Policy

- d) Fire Protection Services Committee
 - i. Comprehensive fire services equipment audit across all departments
 - ii. Letter of support for a boat launch at St. Peter's Canal (ocean side)
 - iii. Fire Protection Services Committee Terms of Reference
- e) RCMP Advisory Board
 - i. Nova Scotia Association of Police Governance annual membership
- 12. Second Reading Approval, Re:**
 - a) Proposed amendments to the Central Richmond, Isle Madame, and St. Peters Plan Area Municipal Planning Strategies and Land Use By-Laws to update definitions related to dwelling types; to increase the number of multiple-unit dwellings permitted as-of-right, allowing the development of fourplexes and other small-scale multi-unit housing forms; and to remove, within the Central Richmond Land Use By-law, the requirement that accessory buildings be located no closer to the street than the main building.
- 13. New Business, Re:**
 - a) Request to refer the Sewer Service Charge By-law #52 and Solid Waste By-law #17 to the By-law/Policy Committee for review – Staff briefing note
 - b) Award of Basin Road Lands, Tender MOCR202514 – Staff briefing note
- 14. Correspondence**
 - a) Action Required
 - i. n/a
 - b) For Information Purposes
 - i. Letter from the Nova Scotia Federation of Municipalities, Re: Code of Conduct for Municipal Elected Officials
- 15. Review of Action Items**
 - a) Action Items List
- 16. Items Added to the Agenda**
- 17. Holiday Message - Verbal**
- 18. Question Period**
 - Restricted to the remainder of the agenda following the Committee Reports
 - Phone: (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](#)



Regular Council Meeting

November 25, 2025

Location: Richmond Room & Council Chambers

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

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

1. Call to Order

Warden Lois Landry called the meeting to order at 6:17 p.m.

2. In Camera Session

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the meeting move to an "In Camera" session at 6:17 p.m.

Motion carried.

a) Contract Negotiation

b) Personnel

Moved by Councillor Brent Sampson, seconded by Councillor Shawn Samson, that the meeting revert to "Regular" session at 6:49 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

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

5. Roll Call of Councillors

Troy MacCulloch, CAO, took the roll call of Councillors.



6. Recommendation from In Camera Session

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the staff recommendation and authorize staff to proceed with final negotiations and execution of the Solid Waste Disposal Services Agreement with GFL Environmental Inc.

Motion carried.

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

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the following item be added to the agenda: Emergency Services Provider Fund.

Motion carried.

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

Motion carried.

8. Review of Minutes, Re:

a) October 28, 2025, Regular Council Minutes

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

Motion carried.

b) October 28, 2025, Public Hearing

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that the minutes of October 28, 2025, Public Hearing be adopted.

Motion carried.

9. Question Period:

There were no questions.

10. Committee Reports:

a) Committee of the Whole

- i. The Committee discussed the increases in fire protection rates for the St. Peter's – Samsonville and Area Water Utility.

Moved by Deputy Warden Amanda Mombourquette, seconded by

Councillor Shawn Samson, that Council accept the recommendation of the

Committee of the Whole and form a sub-committee consisting of Richmond County staff and Council, and that Village staff and Commissioners be invited to participate for the purpose of reviewing the full scope of the County/Village relationship, and to provide an update to Council prior to budget deliberations.

Motion carried with four (4) in favour and one (1) opposed. (No: Councillor Brent Sampson)

- ii. The Committee discussed the grant request from the Friends of St. John's Arichat for the Tier 1 Community Grant Fund in the amount of \$800.

Moved by Deputy Warden Amanda Mombourquette, seconded by Shawn Samson, that Council accept the recommendation of the Committee of the Whole and approve the Friends of St. John's Arichat grant request for the Tier 1 Community Grant Funds in the amount of \$800 and be allocated as follows: \$400 from the District 1 Fund and \$400 from the District 2 Fund.

Motion carried.

- iii. The Committee discussed the allocation of surplus funds and transfers from the Municipality's Operating Reserve.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council accept the recommendation of the Committee of the Whole and approve the transfer of \$909,500 from the Operating Reserve as follows:

- \$500,000 for landfill closure;
- \$200,000 for strategic priorities of Council;
- \$189,500 for the solar PV system;
- \$20,000 for the ECRL Hub Project.

Motion carried.

- iv. The Committee discussed the write off of inactive accounts.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and approve the Finance Department's request to write off the principal and interest associated with the attached inactive accounts in the total amount of \$33,137.34.

Motion carried.

- v. The Committee discussed exploring opportunities and costs associated with Volunteer Appreciation/Recognition.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Committee of the Whole and direct staff, with advice from the Recreation Advisory Committee and checking in with volunteer organizations, to explore the opportunities and costs associated with volunteer appreciation/recognition, to be considered at budget deliberations.

Motion carried with four (4) in favour and one (1) opposed. (No: Councillor Brent Sampson)

- vi. The Committee discussed the Raising the Village request for support.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council accept the recommendation of the Committee of the Whole and support the March 26 Wagmatcook Regional Well-Being Conference at \$500 and the Richmond County Intergenerational Health Fair to be held in Richmond County in early 2026 at \$1,000 to be allocated from the Sponsorship Budget, contingent on both events taking place.

Motion carried with four (4) in favour and one (1) opposed. (No: Brian Marchand)

- vii. The Committee discussed the invitation for Property Valuation Services Corporation to present at a future meeting.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and direct staff to contact PVSC to invite them to do a presentation.

Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council adopt the Committee of the Whole Report for the month of November 2025.

Motion carried.

b) Planning Advisory/Heritage Committee

- i. The Committee discussed accessory buildings in front.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Amanda Mombourquette, that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Plan Richmond, Plan Isle Madame, Plan St. Peter's, and Plan West Richmond.

Motion carried.

Moved by Councillor Brent Sampson, seconded councilor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to prepare amending pages to remove section 6.3(3)(c) from the Central Richmond Land Use By-law, and subsequently that staff report back on statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Central Richmond Plan.

Motion carried.

- ii. The Committee discussed the proposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas.

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and accept the amending page for the By-law to Amend the Central Richmond Plan Area Land Use By-law with the following changes: remove sections 2 and 4, and in section 5(a), change three (3) to five (5).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Amanda Mombourquette, that Council accept the recommendation of the Planning Advisory/Heritage Committee and accept the amending page for the By-law to Amend the Central Richmond Plan Area Municipal Planning Strategy with the following changes: in sections 1(a), 2(a), and 3(a), change three (3) to four (4).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and accept the amending page for the By-law to Amend the Isle Madame Plan Area Land Use By-law with the change from three (3) to five (5) in section (3)(a).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and accept the amending page for the By-law to Amend the Isle Madame Plan Area Municipal Planning Strategy with the following changes: change three (3) to five (5) in section (2)(a) and remove the extra word “dwellings” in section (3)(a).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Amanda Mombourquette, that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to report back to the Committee regarding ways to address challenges presented in section 4 (2.2) (a) around central sewer and water systems.

Motion carried.

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Planning Advisory/Heritage Committee and accept the amending page for the By-law to Amend the St. Peter’s Plan Area Land Use By-law with the following changes: change three (3) to four (4) in sections 4(a) and 4(b).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Amanda Mombourquette, that Council accept the recommendation of the Planning Advisory/Heritage Committee and accept the amending page for the By-law to Amend the St. Peter’s Plan Area Municipal Planning Strategy with the following changes: insert the words “maximum of four” after the word “Policy R-2:” in section 2 and remove section 2(a).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that Council adopt the Planning Advisory/Heritage Committee Report for the month of November 2025.

Motion carried.

c) By-law/Policy Committee

- i. The committee discussed the Low Income Property Tax Exemption Program Policy amendments.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and adopt the Low Income Property Tax Exemption Program Policy as presented, with the following changes:

- Remove “(b)” in section 3.2
- Remove “(b)” and replace the words “ in a timely manner “ with “within 2 to 3 weeks” in Section 3.3
- Remove “(See section 6)” in Section 4.2
- Add “, up to the limit approved annually by Council” after the word “property” in Section 5.5
- Replace “August 15th” with “December 31st” in Section 5.6
- Replace “ balance” with “from previous years” in Section 6.1(d)
- Remove section 8.4 and renumber

Motion carried.

- ii. The Committee discussed the funding request for power and base lighting at the River Bourgeois Lighthouse.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council accept the recommendation of the By-law/Policy Committee and defer the discussion to budget deliberations to consider a \$400 annual contribution.

Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council adopt the By-law/Policy Committee Report for the month of November 12, 2025.

Motion carried.



11. First Reading, Re:

a) Proposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas to:

- Allow a threshold for multiple-unit dwellings permitted as of right, enabling the development of fourplexes and other modest multi-unit housing forms.
- Remove the restriction in the Central Richmond Land Use By-law that prevents accessory buildings from being located closer to a street on which the main building fronts than the main building is to that street.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council give first reading approval for the proposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas and schedule a public hearing.

Motion carried.

12. Correspondence

a) Action Required:

- i. n/a

b) For Information Purposes

- i. Letter from the Honourable John Lohr, Minister of Finance and Treasury Board, Re: Request for Consideration of a Credit Freeze Mechanism in Nova Scotia
- ii. MOCR letter to Mr. Rahul Singh, Executive Director of GlobalMedic, Re: Appreciation for the Donation of Fire Skid Unit
- iii. Letter from Paula Sibley-Fox, Executive Lead, Disaster Recovery Program, Nova Scotia Department of Emergency Management, Re: Update on Municipal Disaster Financial Assistance Claims

13. Review of Action Items

a) Action Items List

For information only.

14. Items Added to the Agenda

Emergency Services Provider Fund

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda



Mombourquette, that Council approve the Emergency Services Provider Fund application and FURTHER MOVE that the municipal contribution for this application be funded through the Fire Services and Emergency Measures Budget.
Motion carried.

15. Question Period

There were no questions.

16. Adjournment

There being no further business, the Chair adjourned the meeting at 7:41 p.m.

Chairperson

Municipal Clerk



Public Hearing

June 24, 2025

- Location: Council Chambers
- Present: Warden Lois Landry, Deputy Warden Brent Sampson,
Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson
- Staff Present: Troy MacCulloch, Chief Administrative Officer (CAO),
Shelley David, Municipal Clerk
- Also Present: John Bain, Eastern District Planning Commission (EDPC), Director and Development Officer

1. Call to Order

Warden Lois Landry called the meeting to order at 6:00 p.m.

2. Roll Call of Councillors

The CAO took the roll call of Councillors.

3. Public Hearing Re:

3.1 Maximum Setbacks for Commercial Wind Turbines

Proposed amendments addressing the maximum setbacks for commercial wind turbines in response to new provincial setback requirements:

- a) Proposed amendments to Policy 5-52 of the MOCR Municipal Planning Strategy.
- b) Proposed amendments to section 6:35.9(a) and 6.35.9 (b) of the MOCR Land Use By-law.
- c) Proposed amendments to Part 9 and Part 15 of the West Richmond Planning Area Land Use By-law.
 - i. Presentation from Staff – Verbal
Mr. Bain, Director & Development Officer for EDPC, spoke on the proposed amendments.



ii. Receipt of Oral or Written Submissions

There were no submissions.

3.2 Accessory Dwelling Units

Proposed amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to remove the special provision requiring the lot to be capable of being subdivided in compliance with the requirements of the Zone and the Richmond County Subdivision By-law.

a) 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).

b) Proposed amendment to the Land Use By-law for the Isle Madame Plan Area, Section 33.

i. Presentation from Staff – Verbal

Mr. Bain, Director & Development Officer for EDPC, spoke on the proposed amendments.

ii. Receipt of Oral or Written Submissions

There were no submissions.

3.3 Dog Control By-law

The purpose of the By-law is to repeal and replace By-law #13, Respecting Dog By-law, in order to update and strengthen regulations related to dog ownership, including licensing, enforcement, and the responsibilities of dog owners.

a) Dog Control By-law, By-law 70

i. Presentation from Staff – Verbal

The CAO spoke on the proposed Dog Control By-law and provided an update from the solicitor regarding the designation of off-leash dog areas.

ii. Receipt of Oral or Written Submissions

There were no submissions.



4. Adjournment

There being no further business, the chair adjourned the public hearing at 6:16 p.m.

Chairperson

Municipal Clerk

DRAFT



Richmond County Municipal Council

Public Hearing

April 22, 2025

Location: Council Chambers

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

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

Also Present: John Bain, Eastern District Planning Commission
(EDPC), Director and Development Officer

1. Call to Order:

Warden Lois Landry called the meeting to order at 6:00 p.m.

2. Roll Call of Councillors

The CAO took the roll call of Councillors.

3. Public Hearing, Re:

a) Proposed amendments to the Land Use By-laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County to reduce the period for appealing a variance in the requirements of the corresponding land use by-law from twenty-one (21) days to fourteen (14) days to align with the Municipal Government Act.

i. Verbal Presentation from Staff

John Bain, EDPC, Director and Development Officer, spoke to the proposed amendments to the Land Use By-laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County.



ii. Receipt of Oral or Written Submissions

There were no oral or written submissions.

4. Adjournment

There being no further business, the chair adjourned the public hearing at 6:05 p.m.

Chairperson

Municipal Clerk

Committee of the Whole Report
December 2025

The Committee met on December 2, 2025.

The Committee discussed establishing a minimum acceptable bid for properties scheduled for the February 6, 2026, tax sale.

I move that Council accept the recommendation of the Committee of the Whole and authorize staff to sell properties AAN 00176303, AAN 00367028, and AAN 01626272 at the February 6, 2026, tax sale for the minimum acceptable bid for each property, as discussed in camera.

The Committee discussed the implementation of a fire protection rate on property owners in Point Tupper.

I move that Council accept the recommendation of the Committee of the Whole and provide formal written notice to all Point Tupper property owners advising that, effective April 1, 2026, a fire protection rate of \$0.05 per \$100 of assessment will be applied to their properties, and direct staff to complete all required notification, administrative, and communication steps to implement the fire protection rate in accordance with the Municipal Government Act.

The Committee discussed firearm training.

I move that Council accept the recommendation of the Committee of the Whole and direct staff to explore costs associated with hosting the Firearms Safety Course locally for Council's consideration during budget deliberations.

The Committee discussed the Richmond Arena staff report.

I move that Council accept the recommendation of the Committee of the Whole and proceed with all four recommendations outlined by staff in the briefing note, which include the \$15,000 in spending for updated drawings, carrying out the maintenance activities deemed appropriate to reduce the risk of failures, conducting a building condition audit, and proceeding with the floor replacement in the 2026-2027 budget.

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

Suggested Motion

WHEREAS the Municipality of the County of Richmond is authorized under the Municipal Government Act of Nova Scotia to levy area rates and fire protection charges on taxable property;

AND WHEREAS the Point Tupper area receives fire protection services and Council has determined that a dedicated fire protection rate should be applied to all taxable properties within this service area;

AND WHEREAS Council wishes to provide formal notice to all Point Tupper property owners of the implementation of a new fire protection rate;

THEREFORE BE IT RESOLVED THAT Council approve the issuance of written notice to all property owners in Point Tupper advising that, effective April 1, 2026, a fire protection rate of \$0.05 per \$100 of assessment will be applied to their property tax bills;

AND FURTHER THAT staff be directed to take all necessary administrative, communication, and implementation steps to include this levy on the April 1, 2026, tax levy billing.

Prepared By: Kathleen Jeffrey, Director of Finance

Contact Person: Kathleen Jeffrey, Director of Finance

Date: November 25, 2025, Updated December 3, 2025



Re: Notice of New Fire Protection Rate Effective April 1, 2026

Dear Property Owner,

The Municipality of the County of Richmond is providing formal notice that, effective April 1, 2026, all taxable properties in Point Tupper will be subject to a fire protection rate in the amount of \$0.05 per \$100 of taxable assessment.

This new fire protection rate will appear as a separate line item on your April 1, 2026, ~~Tax Levy~~ **Property Tax** Billing. The fire protection rate is being introduced to ensure that all properties within the Point Tupper area contribute toward the cost of fire protection services. Fire protection is an essential municipal service, and the Municipal Government Act of Nova Scotia provides municipalities with the authority to establish area rates and levies to fund these services.

Implementing a consistent fire protection rate ensures that fire protection costs are distributed equitably among all properties.

The fire protection rate is based on your property's taxable assessment as provided by Property Valuation Services Corporation (PVSC).

If you have questions about the new fire protection rate, how it is calculated, or how it applies to your property, please contact:

Kristina Kean
Departmental Administrator
(902) 226-2400

The municipality will be conducting a Community Engagement Session for Point Tupper property owners at a place and time to be determined.

Sincerely,
Troy MacCulloch
Chief Administrative Officer
The Municipality of the County of Richmond



By-Law/Policy Committee Report

December 2025

The Committee met on December 2, 2025.

The Committee discussed the Delegations and Petitions to Municipal Council Policy .

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Delegations and Petitions to Municipal Council Policy as amended.

The Committee discussed the Hospitality Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Hospitality Policy as amended.

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



Title Delegations and Petitions to Municipal Council

Approved by Municipal Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

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

Shelley David, Municipal Clerk

1. Purpose

1.1 This policy outlines the process for delegation requests and petition submissions made to Municipal Council.

2. Scope

2.1 This policy applies to individuals and organizations making delegation requests or submitting petitions.

3. Definitions

3.1 "Delegation" means appearing before Municipal Council by:

- a) an individual to speak on matters of concern; or
- b) an individual or individuals representing a local or regional organization, professional association, not-for-profit, government agency, or municipal partner to speak on matters of concern.

3.2 "Petition" means a formal written request, signed by multiple individuals, that asks Municipal Council for a specific outcome or action.

4. Roles and Responsibilities

4.1 Municipal Council is responsible for reviewing, amending, and adopting the Delegations and Petitions to Municipal Council Policy.

4.2 The Chief Administrative Officer (CAO) is responsible for implementing and administering this Policy.

4.3 The Municipal Clerk, or designate, is responsible for forwarding delegation requests and petition submissions to the CAO and Warden for review.



5. Policy Guidelines

- 5.1 The CAO and Warden will review delegation requests and petition submissions and determine the best way to present the matter to Municipal Council.
- 5.2 Approved delegation requests and petition submissions are addressed at Committee of the Whole meetings, unless the CAO and Warden determine that a matter should be managed through another process.
- 5.3 Presentations are limited to two (2) per meeting. Exceptions may apply if deemed appropriate by the CAO and Warden.
- 5.4 Matters presented to the Committee of the Whole may result in a recommendation for Municipal Council to consider at a Council meeting.
- 5.5 Matters in which the Municipality has entered into legal proceedings, matters related to personnel issues, and by-laws for which a public hearing has been scheduled **will not be entertained by Municipal Council.**

6. Request and Submission Process

- 6.1 Delegation requests must be submitted in writing to the Office of the CAO and include the presenter's name(s), contact information, a clear description of the topic, and relevant supporting documents.
- 6.2 Petitions must be submitted in writing and include the purpose, petition start date, contact information of the lead petitioner (name, civic address, telephone number, and email **as available**), and the names and civic addresses of all signatories.

7. Review Process

- 7.1 Delegation requests and petition submissions may be scheduled as a presentation, included on the agenda as correspondence, or managed through another appropriate process. Decisions will be based on, but not limited to, the following:
 - a) The nature and purpose of the request (e.g., providing updates, raising awareness, seeking support, or celebrating community achievements)
 - b) Municipal jurisdiction
 - c) Alignment with municipal priorities
 - d) Complexity or impact



- e) Details and supporting information provided
- f) Matters where there has been an opportunity for public input

7.2 The CAO and Warden reserve the right to decline a request; any declined requests will be communicated to Municipal Council.

8. Notification of Review

8.1 The Office of the CAO will provide written notice of the decision within ten (10) business days of the request being received. When applicable, the notice will include meeting details and any next steps or follow-up actions.

9. Presentation Guidelines

9.1 Presenters must submit an electronic or hard copy of their presentation material to the Office of the CAO within seven (7) business days before the scheduled meeting. Failure to provide presentation materials by the deadline will result in the item being placed on the next available meeting agenda.

9.2 The total time allotted for a presentation is 15 minutes.

9.3 Members of Municipal Council may ask questions following the presentation.

10. Repeal and Replace

10.1 The Delegation Appearing before Municipal Council Policy (2008, as amended in 2024) and the Delegation Appearing before Committee of the Whole Policy (1993) are repealed and replaced with this policy.

11. Policy Review/Approved/Amended Schedule

Date of Review	Approved/Amended by Council
December 2, November 24, 2025	



Title Hospitality Policy

Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:
I certify this to be a true copy of the Hospitality Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.	
_____ Shelley David, Municipal Clerk	

1. Purpose

1.1 This policy outlines the process for pre-approving, approving, and reporting hospitality expenses in accordance with the Municipal Government Act (MGA) and the Municipal Financial Reporting and Accounting Manual (FRAM).

2. Scope

2.1 This policy applies to all reportable individuals and employees of the Municipality of the County of Richmond (MOCR) who incur approved expenses for hosting individuals from outside the Municipality for reasons of diplomacy, protocol, recognition, business development, or promotional advocacy. These activities may include providing hospitality for receptions, ceremonies, conferences, or other group events. Allowable expenses may include meals, beverages (non-alcoholic), or other approved items.

3. Definitions

3.1 “reportable individuals” means members of Council, the Chief Administrative Officer (CAO), and any employees delegated the responsibilities or powers of the CAO under section 29(b) of the MGA.

3.2 “outside the Municipality” means outside the corporation of MOCR anyone not listed on the organization chart of MOCR.



3.3 “Signing Authority” means the authorizing personnel responsible for pre-approving hospitality and approving the related expense claims. The table below shows the Signing Authority for each position:

Position	Signing Authority
Warden	CAO
Member of Municipal Council	Warden and CAO - preapproval CAO - expense claim approval
CAO	Warden
Director	CAO
Municipal Employees	Their Supervisory Director or CAO

4. Roles and Responsibilities

- 4.1 Municipal Council will be responsible for reviewing, amending, and adopting the Hospitality Policy.
- 4.2 The CAO will be responsible for implementing and administering this Policy.
- 4.3 Signing Authorities will be responsible for pre-approving and approving hospitality expenses in accordance with this Policy.
- 4.4 Finance Department will be responsible for providing advice and assistance to Municipal Council and the CAO regarding the application of this Policy, monitoring hospitality expenses for proper use and consistency with policy directive, and processing hospitality expenses.

5. Policy Guidelines

- 5.1 All hospitality shall be offered in a manner that reflects prudent stewardship of public funds.
- 5.2 Hospitality may be offered under the following circumstances:
 - a) ~~Hosting guests;~~
 - a) Engaging in official public matters with representatives from other governments, business, industry, or labour leaders, or other community leaders/**groups;**
 - b) ~~Sponsoring or~~ **H**osting conferences **or committees;**
 - c) Hosting ceremonies/recognition events; or



d) Other official functions.

5.3 All hospitality requests must be pre-approved by the Signing Authority and be within the current budget to be approved.

5.4 Municipal Council approval is required for hospitality expenditure requests **that exceed the current budget.**

5.5 A Signing Authority is prohibited from pre-approving or approving hospitality expenses on their own behalf.

5.6 Alcohol is not an eligible expense.

5.7 Token gifts for diplomacy, **cultural proficiency significance**, protocol, business development, or promotional advocacy may be provided to individuals outside the Municipality when preapproved by the Signing Authority.

6. Preapproval

6.1 The Hospitality Expense Request Form, provided by the Municipality, must be submitted to the Signing Authority, who may request additional information or justification to assess the necessity and appropriateness of the proposed hospitality.

7. Submission/Approval Hospitality Expense Claims

7.1 Hospitality expense claims must be submitted to the Signing Authority for approval and include the following:

- a) A copy of the signed preapproved Hospitality Request Form;
- b) The names and positions of the guests at the hospitality event;
- c) The business objective for the expense; and
- d) A detailed, itemized receipt for the expense.

8. Reporting Requirements

8.1 Staff shall prepare and publish a quarterly summary of hospitality expenses with supporting documentation on the **MOCR** website within 90 days of the end of each fiscal quarter.

8.2 Municipal staff shall prepare an annual summary report of expenses for reportable individuals and file it with the Minister by September 30th.

9. Review Requirements

9.1 The Municipality Audit Committee shall review the Hospitality Expenses Summary Report annually.



9.2 By January 31st, immediately following a regular election held under the Municipal Elections Act, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.

10. Related Documents

- [Financial Reporting and Accounting Manual \(FRAM\), Nova Scotia Department of Municipal Affairs](#)
- [Nova Scotia Municipal Government Act \(MGA\)](#)

11. Policy Review/Amendments

Date of Review	Approved/Amended by Council
December 2, November 24, 2025	
January 14, 2025	January 28, 2025 (readopted)
March 26, 2018	April 23, 2018

**Fire Protection Services Committee Report
December 2025**

The Committee last met on November 22nd (special meeting), and 26th, 2025.

The Committee discussed the use of a consultant to conduct an audit across all departments in Richmond County.

I move that Council accept the recommendation of the Fire Protection Services Committee and include in budget deliberations funding from the Operating Budget be allocated to retain the professional services of a qualified consultant; AND THAT the consultant be engaged, in consultation with Fire Services Protection Committee, to conduct a comprehensive Fire Services Equipment Audit across all departments, including:

1. An assessment of equipment, apparatus, and stations currently in use; and
2. Identification of the equipment and resources required to bring all departments to a consistent, modern, and regulation-aligned standard.

AND THAT the consultant be directed to prepare a final report and master plan summarizing findings and recommendations, to be presented at both the Fire Protection Services Committee and Council for consideration.

The Committee discussed the boat launch on the ocean side of the canal in St. Peter's.

I move that Council accept the recommendation of the Fire Protection Services Committee and have Council draft another letter to the Minister in support of having a boat launch installed on the ocean side of the canal in St. Peter's.

The Committee discussed the Fire Protection Services Committee Terms of Reference.

I move that Council accept the recommendation of the Fire Protection Services Committee and table the Fire Protection Services Committee Terms of Reference for new discussion when appropriate in 2026.

This concludes the report for the Fire Protection Services Committee for December 2025, and I move its adoption.



RCMP Advisory Board Report

December 2025

The RCMP Advisory Board met on December 10, 2025

The RCMP Advisory Board discussed the membership request from Virginia Brooke, President of the Nova Scotia Association of Police Governance (NSAPG).

I move that Council accept the recommendation of the RCMP Advisory Board and defer the request for an annual membership in the NSAPG to budget deliberations and FURTHER MOVE that Councillor Brent Sampson be appointed as the Board's representative, effective upon confirmation of membership.

This concludes the RCMP Advisory Board report for December 2025, and I move its adoption.

**MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW
AMENDMENTS FOR THE MUNICIPALITY OF THE COUNTY OF RICHMOND
APPLICABLE TO THE CENTRAL RICHMOND, ISLE MADAME, ST. PETERS PLAN
AREAS**

These amendments to the Municipal Planning Strategies and Land Use By-laws for the Central Richmond, Isle Madame, and St. Peters Plan Areas align Richmond County's planning framework with contemporary housing needs identified through the Canada Mortgage and Housing Corporation Housing Design Catalogue review. The amendments address existing definitions and increase the threshold for multiple-unit dwellings permitted as-of right, facilitating the development of fourplexes and other modest multi-unit housing forms.

Further the Central Richmond Land Use By-law is amended to remove the restriction on accessory buildings to be located closer to a street on which the main building fronts than the main building is to that street.

Appendix A: Amending Pages

BYLAW TO AMEND THE CENTRAL RICHMOND PLAN AREA LAND-USE BY-LAW

The Land-Use By-Law for the Central Richmond Plan Area is hereby amended by:

1. Part 6, Section 3, of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough:

“Accessory uses, buildings and structures shall be permitted in any zone within the Central Richmond Plan Area. Such uses, buildings or structures shall:

...

~~c) not be built closer to a street on which the main building fronts than the main building is to that street;.”~~

2. Part 7, Section 2, Bullet Point 2 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 7, Section 2, Bullet Point 2:

“The following uses shall not be permitted uses except by Development Agreement in accordance with Policy A-5 of the Municipal Planning Strategy:

- Tourist Cabins
- Multiple Dwellings with ~~four~~ **five** or more units.”

3. Part 8, Section 2 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 8, Section 2:

“The following uses shall not be permitted uses except by development agreement in accordance with Policy A-5 of the Municipal Planning Strategy:

- Tourist Cabins
- Multiple Dwellings with ~~four~~ **five** or more units
- Campgrounds and Mobile Home Parks
- Medium-intensity industrial uses as listed on Appendix “D”.

4. Part 11 bullet point 22 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 11 bullet point 22:

“DWELLING, MULTIPLE UNIT means a dwelling which contains ~~3~~ **five** or more dwelling units.”



This is to certify that the by-law of which this is a true copy, was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the _____ day of _____ 2025.

Given under the hand of the Municipal Clerk and under the corporate seal of the Municipality this _____ day of _____ 2025.

Troy MacCulloch,
Chief Administrative Officer

BYLAW TO AMEND THE CENTRAL RICHMOND PLAN AREA MUNICIPAL PLANNING STRATEGY

The Municipal Planning Strategy for the Central Richmond Plan Area is hereby amended by:

1. Chapter 2 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2:
“Any form of Residential use is permitted in the Village Residential (VR-1) zone, however, certain restrictions apply: Multiple Dwellings in excess of ~~three~~ **four** dwelling units and Tourist Cabin developments may also be approved but must enter into a Development Agreement with the Municipality.”
2. Chapter 2 Subsection A Policy 1.3 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2 subsection A, Policy 1.3:
“[...] subject to the following additional provisions: Multiple Dwellings in excess of ~~three~~ **four** dwelling units and Tourist Cabin developments shall be permitted by way of Development Agreement in accordance with the Land Use By-law and Policy A-5 of this Municipal Planning Strategy.”
3. Chapter 2 Subsection A Policy 1.5 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2 subsection A, Policy 1.5:
“[...] subject to the following additional provisions: Multiple Dwellings in excess of ~~three~~ **four** dwelling units, Tourist Cabins, Campgrounds, Mobile Home Parks and all Medium-intensity Industrial uses shall be permitted by way of Development Agreement only, in accordance with the Land Use By-law and Policy A-5 of this Municipal Planning Strategy.”
4. Chapter 2, Subsection A Policy 1.7 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2 subsection A, Policy 1.7:
“It shall be the policy of Council to establish within the Village General designation, parking standards for multiple unit dwellings of ~~four~~ **five** or more dwelling units that are higher than the standard for dwellings with ~~three~~ **four** or fewer dwelling units. This will permit additional parking spaces for visitor parking or in the event that a tenant has more than one automobile.”



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Given under the hand of the Municipal Clerk and under the corporate seal of the Municipality this _____ day of _____ 2025.

Troy MacCulloch,
Chief Administrative Officer

BYLAW TO AMEND THE ISLE MADAME PLAN AREA LAND-USE BY-LAW

The Land-Use By-Law for the Isle Madame Plan Area is hereby amended by:

1. Part 7, Section 1, Bullet Point 10 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 7, Section 1, Bullet Point 10:

~~“[...] Dwellings, townhouse or rowhouse~~ **Dwellings, multiple unit (both new and conversion) to a maximum of four (4) dwelling units”**

2. Part 7, Section 2 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 7, Section 2:

~~“The requirements in the following table shall apply to semi-detached dwellings, townhouses and rowhouses and multiple unit dwellings.”~~

3. Part 21, Bullet Point 36 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 21 Bullet Point 36:

~~“DWELLING, MULTIPLE UNIT means a dwelling which contains 3~~ **five (5)** or more dwelling units.”

4. Part 21, Bullet Point 39 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough:

~~DWELLING, TOWNHOUSE OR ROW HOUSE means a building that is divided vertically into three or more dwelling units, each of which has independent entrances to a front and rear yard immediately abutting the front and rear walls of each dwelling unit.~~

This is to certify that the by-law of which this is a true copy, was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the _____ day of _____ 2025.

Given under the hand of the Municipal Clerk and under the corporate seal of the Municipality this _____ day of _____ 2025.

Troy MacCulloch,
Chief Administrative Officer

BYLAW TO AMEND THE ISLE MADAME PLAN AREA MUNICIPAL PLANNING STRATEGY

The Municipal Planning Strategy for the Isle Madame Plan Area is hereby amended by:

1. Policy L-2.1.1 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Policy L-2.1.1:

“[...] residential dwelling units including single detached units and single detached units with an apartment unit; semi detached units; duplexes; ~~townhouses;~~
~~rowhouses~~ **multiple unit dwellings** and; mobile homes;[..].”

2. Chapter 3, Subsection 2, Preamble of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2 subsection A, Policy 1.5:

“Multiple unit dwellings (dwellings with ~~three~~ **five** or more units) [...].”

3. Policy G-2.1 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Policy G-2.1:

“It shall be the policy of Council to limit the density of multiple unit dwellings **and** grouped dwellings ~~and rowhouse dwellings~~ anywhere these uses are permitted throughout the plan area.”

4. Policy G-2.2 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Policy G-2.2:

“It shall be the policy of Council to prohibit the development of multiple units **and** grouped dwellings ~~or rowhouse dwellings~~ unless they can be serviced by central sewer and water systems.”

This is to certify that the by-law of which this is a true copy, was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the _____ day of _____ 2025.

Given under the hand of the Municipal Clerk and under the corporate seal of the Municipality this _____ day of _____ 2025.

Troy MacCulloch,
Chief Administrative Officer

BYLAW TO AMEND THE ST. PETERS PLAN AREA LAND-USE BY-LAW

The Land-Use By-Law for the St. Peters Plan Area is hereby amended by:

1. Part 7, Section 1, Bullet Point 6 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 7, Subsection 1, Bullet Point 6:

“[...] Dwellings, multiple unit (both new & conversion) to a maximum of ~~three (3)~~ **four (4)** dwelling units”

2. The header of the second table in Part 7, Section 2 of the Land Use By-law is hereby amended by removing the text shown in strikethrough and adding the text shown in bold:

“Multiple unit dwellings including up to ~~3~~ **4** dwelling units.”

3. Part 8 Section 1 of the Land-Use By-Law is hereby amended by adding the following text in bold to Part 8 subsection 1 after bullet point 9:

“**Multiple dwellings (both new and conversion) to a maximum of four (4) dwelling units.**”

4. Part 10, Section 1, Bullet Points 1 and 2 of the Land Use By-law are hereby amended by removing the text shown in strikethrough and adding the text shown in bold to Part 10, Section 1, Bullet Points 1 and 2:

a. Dwellings, converted which exceed ~~three~~ **four** units in total

b. Dwellings, multiple-unit which exceed ~~three~~ **four** units in total

5. Part 21, Bullet Point 28 of the Land-Use By-Law is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Part 21, Bullet Point 28:

“Dwelling multiple-unit means a dwelling which contains ~~3~~ **five** or more dwelling units”

This is to certify that the by-law of which this is a true copy, was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the _____ day of _____ 2025.

Given under the hand of the Municipal Clerk and under the corporate seal of the Municipality this _____ day of _____ 2025.

Troy MacCulloch,
Chief Administrative Officer

BYLAW TO AMEND THE ST. PETERS PLAN AREA MUNICIPAL PLANNING STRATEGY

The Municipal Planning Strategy for the St. Peters Plan Area is hereby amended by:

1. The Preamble under the “Residential” heading within the “Residential Development” section of Chapter 2, Land Use Patterns and Policies, of the Municipal Planning Strategy is hereby amended by removing the text shown in strikethrough and adding the text shown in bold:

[...] Included will be dwellings containing up to a maximum of ~~three~~**four** dwelling units, mini homes, home occupations, tourist or guest homes, public recreational uses such as playing fields and institutional uses such as schools, churches and cemeteries.

2. Chapter 2 Policy R-2 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2, Policy R-2:

“[...]residential dwellings to a maximum of ~~three~~**four** dwelling units including mini homes, bed and breakfasts, institutional, recreational and [..].”

3. Chapter 2, Policy R-8 of the Municipal Planning Strategy is hereby amended by removing the following text shown in strikethrough and adding the following text in bold to Chapter 2, Policy R-8:

“It shall be the policy of Council to establish in the Land Use By-law a “Residential Multiple Unit” (R-3) zone and to permit within this zone the following and similar types of uses: multiple-unit dwellings containing ~~four~~**five** or more dwelling units, town houses and public recreational facilities. Within the R 3 zone, parking standards for multiple unit dwellings of ~~four~~**five** or more dwelling units will be higher than the standard for dwellings with ~~three~~**four** dwelling units or less. This will allow additional parking spaces for visitor parking or cases where a tenant has more than one automobile.”



This is to certify that the by-law of which this is a true copy, was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the _____ day of _____ 2025.

Given under the hand of the Municipal Clerk and under the corporate seal of the Municipality this _____ day of _____ 2025.

Troy MacCulloch,
Chief Administrative Officer

BRIEFING NOTE
Municipality of the County of Richmond

By-law/Policy Items
December 10, 2025

PURPOSE

The purpose of this briefing note is to request that Richmond Municipal Council add the Sewer Service Charge By-law #52 and the Solid Waste By-law #17 to the By-Law/Policy Advisory Committee's working list.

BACKGROUND

Regulations related to Extended Producer Responsibility (EPR) for packaging and paper products have resulted in changes to how recycling is managed which requires changes to Solid Waste By-law #17. Additionally, rising costs for solid waste management necessitate a review of tipping fees and other areas in the by-law should be reviewed for relevance.

The connection fee for new sewer connections in Sewer Service Charge By-law #52 has remained at \$400 for nearly 30 years, is not representative of the true cost of installing a sewer service and should be reviewed. Additionally, the Municipality previously amended by-law #52 to provide for a mechanism to adjust a sewer bill in certain instances where a customer's water consumption is unusually high due to a water leak or other unusual activity. A review of this adjustment mechanism is recommended to consider changes related to excess water consumption due to filling of pools.

PROPOSED AMENDMENTS

The proposed amendments include, but are not limited to:

Sewer Service Charge By-Law #52

- Increase the fee for new sewer connections from \$400 to \$2,000 to match the cost of a water connection.
- Amend section 5.3(c) to allow residents who require significant volumes of water for uses such as irrigation or filling of pools (where water will not be discharged to the Municipal sewer system) to request that a water meter be installed on the supply line to allow the Municipality to exclude the water used for such purpose from the

calculation for the customer's sewer bill. Such a request is proposed to be subject to a \$100 fee for the installation/removal/reading of the water meter with the fee levied on the customer's sewer account.

Solid Waste By-law #17

- Remove the bag limits on recycling for residential pickup to comply with the new contracts with Circular Materials for EPR.
- Proposed increase in tipping fees to help offset increasing costs to manage solid waste along with annual adjustments based on CPI increases.
- Review / revision of definitions to ensure matches regulations.
- Where applicable refer to regulations or other Provincial standards rather than include complete language in by-law.
- Remove clauses 27(12) to 27(15) under Curbside Collection Requirements section (page 12). Language can be included in any special collection Council may approve rather than have it included in the by-law.
- Revise clause 33 under Exporting and Importing Solid Waste (page 13) to reflect that residual solid waste is disposed of at a designated second-generation landfill and not the Municipality's facility.
- Review necessity of Solid Waste Collectors section (pages 14-16) – not presently used.
- Review clause 45 under Fees and Contracts (page 16) for the purpose of determining if a more prescriptive requirement should be put in place to ensure that sufficient funds are allocated annually to meet the Municipality's future landfill closure obligations (i.e. minimum amount, set percentage of Solid Waste operating budget, other...).
- Review / revise Richmond Solid Waste Management Facility Rules as required.

Amend the Municipal Fees Policy

- Removing fees within these By-laws and placing them in the Municipal Fees Policy to simplify future changes.

FINANCIAL IMPLICATIONS

Raising the fee for new sewer connections from \$400 to \$2,000 improves cost recovery for infrastructure installation and reduces the burden on existing customers by ensuring new customers pay a larger share of their connection cost. The additional revenue is expected to offset an additional \$5,000 to \$10,000 in sewer expenses per year.

Tipping fees have been unchanged since 2021 while Solid Waste expenses have nearly doubled during the same period (excluding landfill closure expenses). To help offset increasing costs to manage solid waste it is recommended that tipping fees be increased on a regular basis. The projected revenue will vary with the size/nature of the increase in fees. For reference, a 10% increase in tipping fees would result in additional revenues of approximately \$18,000 per year.

RECOMMENDATIONS

We are seeking a motion of Council to refer both by-laws to the By-law/Policy Committee's working list for review and discussion.

Suggested motion:

That Council refer the Sewer Service Charge By-Law #52 and the Solid Waste By-law #17 to the By-law/Policy Committee's working list for review and discussion.

PREPARED BY: Chris Boudreau, P.Eng
CONTACT PERSON: Chris Boudreau, P.Eng
DATE: December 10, 2025

BRIEFING NOTE
Municipality of the County of Richmond
Award of Basin Road Lands
– Tender MOCR202514
November 18, 2025

Purpose

The purpose of this briefing note is to inform Council of the Evaluation Sub-Committee’s meeting and results, and to seek a motion authorizing the CAO to :

1. Schedule a public hearing as per s.51.1-5 of the MGA, which authorizes Council to sell property at a price less than market value for any purpose that the Council considers to be beneficial to the municipality. In this case, the purpose is to award the above noted RFP that is bound by a development agreement, to create affordable housing in Whiteside.
2. Should the above-noted process be followed and the result is an affirmative 2/3 motion (s 51.2) to proceed, we are seeking council approval to award the RFP to the bidder of the Basin Rd Project.

Background

On September 17, 2025, the above-noted Public Tender was posted on the Provincial Procurement Site. The tender closed on October 23, 2025, at 1400 hrs. The Municipality received one complete submission. The Evaluation Sub-Committee met and scored the submission on Monday, November 17, 2025, at 0830.

Current Situation

The Evaluation Sub-Committee members found the submission met all criteria for the tender, except that the monetary bid was lower than the current appraisal of the lands.

Criteria

Minimum Standard	10%
Benefit to Community	25%
Inclusion	25%
Quality of Service	15%
Other Considerations	10%
Cost/Price	15%
Total	100%

Criteria Comments

- **Minimum Standard:** Has the proposal provided all requested information?
Yes
- **Benefit to Community:** How will the proposal provide a service to the MCOR citizens?
Increased Housing Inventory
- **Inclusion:** What percentage of the population of the MCOR will benefit from the proposal (i.e., Youth, seniors, special interest groups, etc.)?
Affordable housing and low-cost rentals – great for seniors and those entering the workforce.
- **Quality of Service:** Has the proponent successfully completed similar projects, or has the proponent provided similar proposed service to the community in the past?
Yes
- **Other considerations:** This will include the validity of the plan, understanding of the property in question, and other considerations.
Plan makes great use of the current infrastructure and proximity to hospital and added density to Evanston/Whiteside.
- **Cost/Price:** The amount being offered for the property, as well as the direct affect to MOCR from future potential tax revenue?
Only one bidder, so their price is the current market and will produce increased tax revenue going forward; however, the price offered is below appraised value and will require a public hearing and motion of Council to proceed as per MGA s.51.1-5.

Recommendations

It is recommended that Council authorize the CAO to schedule a public hearing respecting the sale of lands over \$10,000.00 but less than appraised value, for the purpose of increasing the availability of affordable housing in the municipality.

Other Options for Council Consideration

Council may choose not to sell.



02 December 2025

Warden Lois Landry
Municipality of the County of Richmond
2357 Hwy 206
P.O. Box 120
Arichat, NS B0E 1A0

(Delivered via email)

Dear Warden Landry,

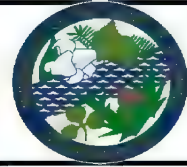
Thank you for your letter, dated October 30, 2025, to Minister MacDonald regarding clearer guidance around what constitutes eligible and ineligible complaints under the *Code of Conduct for Municipal Elected Officials*. You provided a copy of this letter to the Nova Scotia Federation of Municipalities (NSFM) and asked that we include the matter as an advocacy priority.

Your letter was provided to NSFM's Board of Directors for information at the November 4th, 2025, Board meeting. I'd like to advise that NSFM will be engaging with the Province of Nova Scotia on continued clarity relating to the Code of Conduct, including complaint processes. We're proud of the efforts members put into Nova Scotia's first Municipal Code of Conduct and appreciate the continued engagement they're having with us as we jointly refine this piece of legislation with the province.

Please continue to provide us with your feedback and we will ensure the membership is updated when we're made aware of any impending clarifications or changes from the provincial government.

Kind Regards,

Juanita Spencer,
CEO, Nova Scotia Federation of Municipalities



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
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

511	Planning new areas to have two-lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate specific private road standards for the subdivision bylaw that takes into account serviced/unserviced areas, number of lots, and the process for making roads public, based on best practices across the province.	03-25-2025	EDPC Staff	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
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
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	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	Director of Finance	Immediate	In Progress
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	CDÉNE, 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 CDÉNE 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	Complete
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	Complete
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	Complete
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/Director of Public Works	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	Complete
623	ABCC Appointments/ that Council appoint Randall Hussey and Dorothy Booher to the Source Water Protection Advisory Committee; Paula Jesty to the Audit Committee; Jason Jankuloski to the By-law/Policy Committee; Jessica MacDougall to the IDEA Committee; Doug Landry to the RCMP Advisory Board; Daphne Campbell, Natasha Mury, Julisa Stewart, Joe McNamara, Isaiah Bernard and Rodney Digdon to the Recreation Advisory Committee; Liz Campbell, Steve MacNeil and Robert Wambolt to the Richmond Villa Board; Josie Robinson to the Eastern Counties Regional Library Board; FURHTERMOVE, appoint Councillor Brian Marchand as Councillor representative to the Source Water Protection Advisory Committee; and FURTHERMOVE, that staff re-advertise for the vacant positions on the Cape Breton Local Immigration Partnership and the IDEA Committee.	10-28-2025	Municipal Clerk	Immediate	Complete
624	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.	10-28-2025	Municipal Clerk	Immediate	Complete

625	Committees Policy/ that Council refer the Committees Policy to the next By-law/Policy Committee meeting.	10-28-2025	Municipal Clerk	Immediate	Complete
626	Inverness Asylum Commemoration Project/ that Council accept the recommendation of the Committee of the Whole and defer the \$9,000 funding request to budget deliberations.	10-28-2025	Director of Finance	Immediate	Complete
627	National Seniors Day proclamation/ that Council approve the National Seniors Day proclamation request.	10-28-2025	Municipal Clerk	Immediate	Complete
628	Inverness Asylum Commemoration Project/ 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.	10-28-2025	Director of Community Development and Recreation	Immediate	In Progress
629	Recind Motion/ 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.	10-28-2025	Director of Finance	Immediate	Complete
630	Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700/ 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.	10-28-2025	Director of Finance	Immediate	Complete
631	Low Income Property Tax Exemption Program/ 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.	10-28-2025	Director of Finance	Immediate	Complete
632	Low Income Property Tax Exemption Program Policy/ 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.	10-28-2025	Municipal Clerk	Immediate	Complete
633	MGA Amendments/ 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.	10-28-2025	Municipal Clerk	Immediate	Complete
634	MGA Amendments/ 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.	10-28-2025	Municipal Clerk	Immediate	Complete
635	Cost Shared J-Class Roads/ that Council accept the recommendation of the Committee of the Whole and add Touesnard Lane to the list.	10-28-2025	Director of Public Works	Immediate	Complete
636	Cost Shared Paving for 2026-27 J-Class Roads List/ 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.	10-28-2025	Director of Public Works	Immediate	Complete
637	Permitting practices for standalone buildings/ 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.	10-28-2025	EDPC Staff	Immediate	In Progress
638	Report to consolidate Rich.Co. Land Use By-laws/ 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.	10-28-2025	EDPC Staff	Immediate	In Progress
639	Zoning Areas/ 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.	10-28-2025	EDPC Staff	Immediate	Complete

640	Comfort centres/emergency shelter strategy /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.	10-28-2025	Emergency Services Coordinator	Immediate	In Progress
641	Committee Matrix /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.	10-28-2025	Municipal Clerk	Immediate	Complete
642	Grant Disclosure Policy /that Council accept the recommendation of the By-law/Policy Committee and adopt the Grant Disclosure Policy	10-28-2025	Municipal Clerk	Immediate	Complete
643	Repeal By-Law 64- Second Reading /that Council give second reading approval for By-law No.R-100: Repeal of By-law No.64 – Dundee Hills Development Wastewater Management District By-law.	10-28-2025	Municipal Clerk	Immediate	Complete
644	Elected Officials Code of Conduct /that Council send a letter to Municipal Affairs Minister, John MacDonald, requesting that the Provincial Government act quickly in working with Municipalities to better define eligible and/or ineligible complaints, so that the ability of the public to submit complaints is re-instated, and to copy NSFM on that motion requesting that it become an advocacy priority for them.	10-28-2025	Warden	Immediate	Complete
645	RCLN Dolly Parton Imagination Library / that Council support the Dolly Parton Imagination Library Program in the amount of \$2,000, to be allocated from the Council Strategic Initiative Funding.	10-28-2025	Director of Finance	Immediate	Complete
646	Solid Waste Disposal Agreement with GFL /that Council accept the staff recommendation and authorize staff to proceed with final negotiations and execution of the Solid Waste Disposal Services Agreement with GFL Environmental Inc.	11-25-2025	Director of Public Works	Immediate	In Progress
647	Fire protection rates for the St. Peter's – Samsonville and Area Water Utility/ that Council accept the recommendation of the Committee of the Whole and form a sub-committee consisting of Richmond County staff and Council, and that Village staff and Commissioners be invited to participate for the purpose of reviewing the full scope of the County/Village relationship, and to provide an update to Council prior to budget deliberations.	11-25-2025	Warden/CAO	Immediate	In Progress
648	Grant request from the Friends of St. John's Arichat for the Tier 1 Community Grant Fund in the amount of \$800 / that Council accept the recommendation of the Committee of the Whole and approve the Friends of St. John's Arichat grant request for the Tier 1 Community Grant Funds in the amount of \$800.00 and be allocated as follows:\$400.00 from the District 1 Fund and \$400.00 from the District 2 Fund.	11-25-2025	Director of Finance	Immediate	Complete
649	Allocation of surplus funds and transfers from the Municipality's Operating Reserve /that Council accept the recommendation of the Committee of the Whole and approve the transfer of \$909,500 from the Operating Reserve as follows: •\$500,000 for landfill closure •\$200,000 for strategic priorities of Council •\$189,500 for the solar PV system, and •\$20,000 for the ECRL Hub Projec	11-25-2025	Director of Finance	Immediate	Complete
650	Write off of inactive accounts /that Council accept the recommendation of the Committee of the Whole and approve the Finance Department's request to write off the principal and interest associated with the attached inactive accounts in the total amount of \$33,137.34.	11-25-2025	Director of Finance	Immediate	Complete
651	Exploring opportunities and costs associated with Volunteer Appreciation/Recognition /direct staff, with advice from the Recreation Advisory Committee and checking in with volunteer organizations, to explore the opportunities and costs associated with volunteer appreciation/recognition, to be considered at budget deliberations.	11-25-2025	Director of Community Development and Recreation	Immediate	In Progress

652	Raising the Village request for support for conferences /that Council accept the recommendation of the Committee of the Whole and support the March 26 Wagmatcook Regional Well-Being Conference at \$500.00 and the Richmond County Intergenerational Health Fair to be held in Richmond County in early 2026 at \$1,000.00 to be allocated from the Sponsorship Budget, contingent on both events taking place.	11-25-2025	Director of Finance	Immediate	Complete
653	Property Valuation Services Corporation to present at a future meeting/hat Council accept the recommendation of the Committee of the Whole and direct staff to contact PVSC to invite them to do a presentation.	11-25-2025	Municipal Clerk	Immediate	Complete
654	Accessory Buildings in Front /that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Plan Richmond, Plan Isle Madame, Plan St. Peter's, and Plan West Richmond.	11-25-2025	EDPC Staff	Immediate	In Progress
655	Statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard / direct EDPC staff to prepare amending pages to remove section 6.3(3)(c) from the Central Richmond Land Use By-law, and subsequently that staff report back on statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Central Richmond Plan.	11-25-2025	EDPC Staff	Immediate	In Progress
656	Low Income Property Tax Exemption Program Policy /adopt the Low Income Property Tax Exemption Program Policy as presented, with the following changes: <ul style="list-style-type: none"> •Remove "(b)" in section 3.2 •Remove "(b)" and replace the words " in a timely manner " with "within 2 to 3 weeks" in Section 3.3 •Remove "(See section 6)" in Section 4.2 •Add ", up to the limit approved annually by Council" after the word "property" in Section 5.5 •Replace "August 15th" with "December 31st" in Section 5.6 •Replace " balance" with "from previous years" in Section 6.1(d) •Remove section 8.4 and renumber 	11-25-2025	Municipal Clerk	Immediate	Complete
657	Funding request for power and base lighting at the River Bourgeois Lighthouse /that Council accept the recommendation of the By-law/Policy Committee and defer the discussion to budget deliberations to consider a \$400 annual contribution.	11-25-2025	Director of Finance	Immediate	Complete
658	First Reading Approval/roposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas /that Council give first reading approval for the proposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas and schedule a public hearing.	11-25-2025	Municipal Clerk	Immediate	Complete
659	Emergency Services Provider Fund /that Council approve the Emergency Services Provider Fund application and FURTHER MOVE that the municipal contribution for this application be funded through the Fire Services and Emergency Measures Budget.	11-25-2025	Emergency Services Coordinator	Immediate	In Progress