



Regular Council Meeting

Tuesday, April 28, 2026

Council Chambers

6:30 p.m.

AGENDA

1. **Call to Order**
2. **In Camera Session**
 - a) Personnel
3. **Opening Acknowledgement**
4. **O'Canada**
5. **Roll Call of Councillors**
6. **Recommendations from In Camera Session (if applicable)**
7. **Items Added to the Agenda** (Approval of Agenda)
8. **Review of Minutes, Re:**
 - a) April 7, 2026, Special Meeting
 - b) March 24, 2026, Regular Council Meeting
9. **Question Period:**
 - Restricted to items on the Committee Reports
 - Phone: (902) 226-9885 (see question period details below)
10. **Committee Reports:**
 - a) Committee of the Whole
 - i. New agreement with the Richmond County Truckers Association for the transportation of municipal solid waste and recycling
 - ii. Isle Madame New Horizon Seniors Club grant request for the Tier 1 – Community Grant Funds for \$1,000, submitted as the host organization for the Persons with Impaired Vision Group
 - iii. Richmond Rize Volleyball Association sponsorship request for \$1,000
 - iv. Eastern District Planning Commission staff appointments
 - v. Request from Destination Cape Breton to amend the Municipal Marketing Levy By-law to address short-term rental platforms



- vi. Request to proclaim May as Lyme Disease Awareness Month
- b) Audit Committee Meeting
 - i. Audit Committee Terms of Reference
 - ii. Credit Card Policy
- c) By-Law/Policy Committee
 - i. Dry Fire Hydrants Policy
 - ii. 2026-2027 Grants Policy
 - iii. Road Name Change Policy
 - iv. Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy
 - v. Solid Waste Management Facility Tipping Fee Structure
 - vi. Audit Committee Terms of Reference

11. New Business

- a) Louisdale and District Volunteer Fire Department Boundary - Staff memo

12. Warden, Re:

- a) Strait Area Chiefs, Mayors, and Wardens Committee meeting update

13. Correspondence

- a) Action Required
 - i. n/a
- b) For Information Purposes
 - i. Letter from Juanita Spencer, CEO, Nova Scotia Federation of Municipalities, Re: Funding for public libraries
 - ii. Letter from Warden Shaun Hatfield, Municipality of Barrington, to the Honourable Tim Houston, Re: Request for five-year freeze on power rates and exploration of public ownership of Nova Scotia Power
 - iii. Letter from Dorothy Barnard, Chair, Seniors Take Action Coalition, to the Honourable Barbara Adams, Minister of the Department of Seniors and Long-Term Care, Minister of the Department of Opportunities and Social Development, Re: Strike of long-term care workers



- iv. Letter from the Honourable John A. MacDonald, Minister of Municipal Affairs, Re: Legislative amendments
- v. Letter from Warden Penny Smith, Municipality of Shelburne, Re: Request for five-year freeze on power rates and exploration of public ownership of Nova Scotia Power
- vi. Letter from Bradley Malcolm, Chief of the West Bay Road Volunteer Fire Department, Re: Louisdale and District Volunteer Fire Department Boundary
- vii. Letter from NSFM, Re: Reducing property taxes for homes rebuilt after destruction from a natural disaster.

14. Review of Action Items

15. Items Added to the Agenda

16. Question Period

- Restricted to the remainder of the agenda following the Committee Reports
- Phone: (902) 226-9885 (see question period details below)

17. Adjournment

Question Period Details

Phone In: (902) 226-9885

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

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

No person speaking during Question Period shall:

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



Livestreaming

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

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



Special Meeting

April 7, 2026

Location: Richmond Room

Present: Warden Lois Landry, Deputy Warden Amanda Mombourquette, Councillor Brian Marchand, Councillor Brent Sampson, 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 6:03 p.m.

2. Approval of the Agenda

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the agenda be approved.

Motion carried.

3. In Camera Session

Moved by Councillor Brent Sampson, seconded by Councillor Shawn Samson, that the meeting move to an in camera session at 6:04 p.m.

Motion carried.

a) Contract Negotiations

b) Personnel

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that the meeting revert to regular session at 7:30 p.m.

Motion carried.

4. Recommendations from In Camera

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council proceed with the Cost-Shared Program for the paving of Forgeron Road.

Motion carried.

5. Adjournment

There being no further business, the Chair adjourned the meeting at 7:31 p.m.

Chairperson

Municipal Clerk

Regular Council Meeting

March 24, 2026

Location: Richmond Room and 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 6:00 p.m.

2. In Camera Session

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that
the meeting move to an “In Camera” session at 6:02 p.m.

Motion carried.

a) Personnel

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that
the meeting revert to “Regular” session at 6:56 p.m.

Motion carried.

Deputy Warden Amanda Mombourquette joined the meeting virtually at 7:00 p.m.

3. Opening Acknowledgement

The Warden 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. Recommendations from In Camera (if applicable)

n/a



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

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

Motion carried.

8. Review of Minutes, Re:

a) February 24, 2026, Regular Council

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the minutes of the February 24, 2026, Regular Council be adopted.

Motion carried.

b) February 26, 2026, Special Meeting

Moved by Councillor Brent Sampson, seconded by Councillor Shawn Samson, that the minutes of the February 26, 2026, 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 D'Escousse Civic Improvement Society grant request for the Tier 1 – Community Grant funding for \$500.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Committee of the Whole, and approve the D'Escousse Civic Improvement Society grant request for the Tier 1 – Community Grant funding for \$500, and be allocated as follows: \$250 from the District 1 Fund and \$250 from the District 2 Fund.

Motion carried.

- ii. The Committee discussed the Grand River Volunteer Fire Department grant request for the Tier 2 – Community Grant funding for \$7,500.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council accept the recommendation of the Committee of the Whole and defer the Grand River Volunteer Fire

Department grant application until after the approval of the 2026-2027 budget.

Motion carried.

Councillor Brent Sampson declared a conflict of interest regarding the St. Peter's Community Club grant request and left the meeting at 7:08 p.m.

- iii. The Committee discussed the St. Peter's Community Club, on behalf of the Nicolas Denys Museum, grant request for the Tier – 2 Community Grant funding for \$7,500.

Moved by Deputy Warden Amanada Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and table the St. Peter's Community Club, on behalf of the Nicolas Denys Museum, grant application to the next Regular Council meeting at the end of March, and be considered first.

Motion carried.

Councillor Brent Sampson returned to the meeting at 7:09 p.m.

- iv. The Committee discussed the request for the Municipality to raise the Epilepsy Awareness flag.

Moved by Deputy Warden Amanada Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and raise an Epilepsy Awareness flag during Epilepsy Week.

Motion carried.

- v. The Committee discussed the Flag Policy.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and refer the Flag Policy to the By-law/Policy Committee for the purpose of amending the policy to include the Epilepsy Awareness flag for Epilepsy Week in the list of approved flags.

Motion carried.

- vi. The Committee discussed servicing for multiple dwelling units on a single lot.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council accept the recommendation of the

Committee of the Whole and authorize staff to submit a request to the Nova Scotia Regulatory and Appeals Board (NSRAB) to amend the Richmond Water Utility's Schedule of Rules and Regulations to allow an accessory dwelling unit (ADU) to be served from the same water service connection on any dwelling lot.

Motion carried.

- vii. The Committee discussed the Capital Cost of Sewer Construction By-law No. 29.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and refer the Capital Cost of Sewer Construction By-law No. 29 to the By-law/Policy Committee for discussion.

Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that the Committee of the Whole Report for the month of March 2026 be adopted.

Motion carried.

b) Fire Services Protection Committee

- i. The Committee discussed the new draft Dry Hydrant Policy.

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that Council accept the recommendations of the Fire Protection Services Committee and refer the new draft Dry Hydrant Policy to the Bylaw/Policy Committee for review.

Motion carried.

- ii. The Committee discussed the draft Request for Proposal (RFP) to retain a consultant to conduct an audit across all departments in Richmond County.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Fire Protection Services Committee and proceed with the RFP process to retain the professional services of a qualified consultant 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.

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

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the Fire Protection Services Committee Report for the month of February 2026 be adopted.

Motion carried.

11. Unfinished Business

Councillor Brent Sampson declared a conflict of interest regarding the St. Peter's Community Club grant request and left the meeting at 7:26 p.m.

- a) St. Peter's Community Club, on behalf of the Nicolas Denys Museum, grant request for the Tier – 2 Community Grant funding for \$7,500.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council defer the grant request from the St. Peter's Community Club, on behalf of the Nicolas Denys Museum, until immediately following the approval of the 2026-2027 budget.

Motion carried.

Councillor Brent Sampson returned to the meeting at 7:33 p.m.

12. New Business, Re:

- a) Write-off of taxes for property destroyed by fire

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council write off the taxes for property AAN00449997 owned by Carol-Anne and Kenneth Couch, which was completely destroyed by fire, in

the amount of \$350.99, which represents taxes on the dwelling only from December 8, 2025, to March 31, 2026.

Motion carried.

- b) Rocky Bay Irish Club grant request for the Tier 2 – Community Grant funding for \$7,500

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council approve the Rocky Bay Irish Club grant request for the Tier 2-Community Grant funding in the amount of \$7,500, to be allocated as follows: \$1,615 from the District 1 Fund, \$1,694 from the District 2 Fund, \$1,661.50 from the District 3 Fund, \$1,400 from the District 4 Fund, \$650 from the District 5 Fund, and \$479.50 from the Regional Fund.

Motion carried.

13. Correspondence

- a) Action Required:

n/a

- b) For Information Purposes

- i. Letter from Sandra McKenzie, Deputy Minister, Department of Emergency Management, Re: Province's new Regional Emergency Management Organization (REMO) standards

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council refer the development of the REMO by-law and the associated terms of reference to the By-law/Policy Committee.

Motion carried.

- ii. Slide presentation titled 2025 In Review from Gina MacDonald, Program Director, Cape Breton South Recruiting for Health
- iii. Letter from Warden Nicholas MacInnis, Municipality of the County of Antigonish, to the Honourable Tim Houston, Re: Letter of support for the Antigonish Coalition to End Poverty
- iv. Letter from Mayor Mike Barlett, Town of Digby, Re: Letter to the Honourable Tim Houston expressing their support for the concerns raised by the Antigonish Coalition to End Poverty
- v. Letter from Hayley Crichton, Executive Director, Public Safety and



Security Division, Nova Scotia Department of Justice, Re: Municipal
billing for RCMP policing services

14. Review of Action Items

a) Action Items List

For information only.

15. Items Added to the Agenda

There were no items added to the agenda.

16. Question Period

There were no questions.

17. Adjournment

There being no further business, the Chair adjourned the meeting at 7:48 p.m.

Chairperson

Municipal Clerk

Committee of the Whole Report
April 2026

The Committee met on April 14, 2026.

The Committee discussed the new agreement with the Richmond County Truckers Association for the transportation of municipal solid waste and recycling.

I move that Council accept the recommendation of the Committee of the Whole, and authorize staff to proceed with execution of a new agreement with the Richmond County Truckers Association for transportation of municipal solid waste and recycling with a 12% increase to the base trucking rates, and further recommended that the base rates be adjusted annually on April 1 to reflect changes in CPI for the prior 12 months. The new base rates, effective April 1, 2026, would be \$411.60 and \$517.44 (at 0% TANS surcharge) for shipments to Guysborough and Edwardsville.

The Committee discussed the Isle Madame New Horizon Seniors Club grant request for the Tier 1 – Community Grant Funds for \$1,000, submitted as the host organization for the Persons with Impaired Vision Group.

I move that Council accept the recommendation of the Committee of the Whole and defer the Isle Madame New Horizon Seniors Club grant application, submitted as the host organization for the Persons with Impaired Vision Group, until the 2026-2027 budget is approved.

The Committee discussed the Richmond Rize Volleyball Association sponsorship request for \$1,000.

I move that Council accept the recommendation of the Committee of the Whole and defer the Richmond Rize Volleyball Association sponsorship request until after the approval of the 2026-2027 budget.

The Committee discussed the Letter from John Bain, Director, Eastern District Planning Commission, regarding staff appointments.

I move that Council accept the recommendation of the Committee of the Whole and accept the Eastern District Planning Commission staff appointments as outlined in the letter to Council.

The Committee discussed the request from Terry Smith, CEO of Destination Cape Breton, regarding amendments to the MOCR Marketing Levy By-law for short-term rental platforms.

I move that Council accept the recommendation of the Committee of the Whole and refer the Marketing Levy By-law to the By-law/Policy Committee.

The Committee discussed the request from Donna Lugar, Vice-President of the Nova Scotia Lyme & Tick-Borne Diseases Association, to proclaim May as Lyme Disease Awareness Month.

I move that Council accept the recommendation of the Committee of the Whole and proclaim May as Lyme Disease Awareness Month.

This concludes the Committee of the Whole Report for the month of April 2026, and I move its adoption.



Eastern District Planning Commission

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

John D. Bain
Director
jdbain@edpc.ca

March 23, 2026

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

Reference: Revised Appointments

Dear Mr. MacCulloch,

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

- **Building Inspection:**
Building Inspectors: **André Samson** and **Sean Donovan**
Assistant Building Inspector: **Todd Samson**
Alternates: David MacKenzie, Jonathan Martin and Luke Ross
- **Development Officer: Andrew Jones**
Alternates: John Bain; Hetvi Joshi; Brendan MacDonald; Kristen Scanlan, and Mikayla Tait.
Assistant Development Officers: Todd Samson; Heike Bruckner and André Samson
- **Fire Inspectors: André Samson and Todd Samson**
Alternates: S. Donovan; D. MacKenzie; J. Martin and L. Ross.
- **Dangerous or Unsightly Premises**
Administrators: **Sean Donovan** and **John Bain**
Alternates: Todd Samson, Luke Ross and André Samson
- **Special Constables: Building/Fire Codes, Dangerous or Unsightly Premises, Land Use By-laws**
Sean Donovan and **Jonathan Martin**

These appointments stay in place so long as they are employees of the Commission or until they are replaced by new appointments. If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,

John Bain
Director

/jb



PROCLAMATION

Lyme Disease Awareness Month May 2026

WHEREAS Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education, and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, be it resolved that I, Warden Lois Landry, on behalf of Richmond County Municipal Council, do hereby proclaim May 2026 as “Lyme Disease Awareness Month”.

Dated at Arichat, Nova Scotia, this ___ day of ____, 2026

Warden Lois Landry

Audit Committee Report

April 2026

The committee met on April 8, 2026.

The Committee discussed the Audit Committee Terms of Reference.

I move that Council accept the recommendation of the Audit Committee and refer the Audit Committee Terms of Reference, with the adjustments, to the By-law/Policy Committee.

The Committee discussed the Credit Card Policy.

I move that Council accept the recommendation of the Audit Committee and refer the Credit Card Policy to the By-law/Policy Committee for review.

This concludes the Audit Committee report for April 2026, and I move its adoption.



By-Law/Policy Committee Report

April 2026

The Committee met on April 14th and 16th, 2026.

The Committee discussed the Dry Fire Hydrants Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Dry Fire Hydrants Policy as presented, with the following changes:

- In section 1.1, replace the last sentence to read, “This policy applies to dry fire hydrants installed after January 1, 2024.”
- In section 2.4, replace the first sentence to read, “Any dry fire hydrants installed under this policy will be owned by the Municipality.”
- In section 3.3 (a), add an “s” to the word hydrant.

The Committee discussed the 2026-2027 Grants Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the 2026-2027 Grants Policy as presented, with the following change:

- In section 5.4 (c) add the word “applicant” before the word “financial.”

The Committee discussed the Road Name Change Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and repeal the Road Name Change Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and refer the development of a new Road Name Change Policy to the By-law/Policy Committee.



The Committee discussed the use of business days versus calendar days when publishing agendas and meeting packages on the Richmond County website.

I move that Council accept the recommendation of the By-law/Policy Committee and revise the Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy as follows:

- In sections 2.3 and 3.7, remove the word “business”.
- In section 2.3, insert the word “either” before the word “Council” and remove the comma after “Council”.

The Committee discussed the structure of the solid waste management facility tipping fees.

I move that Council accept the recommendation of the By-law/Policy Committee and direct staff to provide a staff report by the end of January 2027, on alternative ways to structure the tipping fees.

The Committee discussed the Audit Committee Terms of Reference.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Audit Committee Terms of Reference as presented.

This concludes the monthly report of the By-Law/Policy Committee for April 2026, and I move its adoption.



Title: Dry Fire Hydrant Policy

Approved by Council

Date:

Policy Review Notification

Date: March 11, 2026

Policy Review

Date: April 14, 2026

I certify that this to be a true copy of the **Dry Fire Hydrant Policy** as adopted by the Municipal Council of Richmond County at a public meeting held on _____.

Shelley David, Municipal Clerk

1. Purpose

1.1. The purpose of this policy is to outline how the Municipality of the County of Richmond will support the Richmond County Volunteer Fire Departments (VFD) with the installation and repairs of dry fire hydrants.

This policy applies to dry fire hydrants installed after January 1, 2024.

2. Policy

2.1. Funding

- a) The number of dry fire hydrant installations will be based on funds available in the Dry Hydrant Fund.
- b) Each year, funds may be approved through the budget process, and it will be the responsibility of the Chief Administrative Officer (CAO), or someone designated by the CAO, to communicate to the Fire Protection Services Committee (FPSC) the funds available for the installation of dry fire hydrants.
- c) The Emergency Services Coordinator (ESC) will maintain an approved list of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The FPSC will choose which dry fire hydrants are to be installed based on the funds available. This will be communicated to the CAO by the FPSC through the ESC and presented to Richmond Municipal Council for final approval.

- d) Upon approval, the municipality will proceed with all work necessary for the installation of the dry fire hydrants in accordance with this policy.
- e) The total costs for each dry fire hydrant installation will include any required consulting fees, legal fees, and any other tangible fees related to the installation in total, not to exceed the funds available or approved by Richmond Municipal Council.
- f) If the budgeted funds have not been used in the fiscal year, the funds shall remain in the Dry Hydrant Fund to be allotted the following year. Should there be accumulated funds, the possibility may exist to put more funds toward a single high-cost Dry Hydrant installation in subsequent years or install multiple Dry Hydrants.

2.2. Hydrant and Site Maintenance

- a) The responsibility for testing dry fire hydrants shall fall solely on the VFD for the hydrants in their district. The VFD will keep a record of all testing in accordance with NFPA 1142, which will be submitted to the ESC.
See Appendix A – Dry Hydrant Inspection and Maintenance Record.
- b) The VFD's will be responsible for all sites and operational maintenance of the dry fire hydrants. When a dry hydrant isn't functioning properly, the VFD will notify the ESC. The Municipality will obtain quotes for repairs in compliance with the Municipality's Purchasing and Tendering Policy. The Municipality will provide administrative support to access required engineering and permitting for such repairs. Cost associated with repairs will come from the Dry Hydrant Fund.

2.3. Documentation and Mapping

- a) A record of all dry hydrant sites as provided through this policy shall be maintained by the ESC. This record shall include dates of inspections and testing, locations of installations, their current operational status, and summaries of reports.
- b) All dry hydrant documentation shall be provided to the ESC.



2.4. Ownership

- a) Any dry fire hydrants installed under this policy will be owned by the Municipality. It will be the responsibility of the VFD to notify the ESC of any issues with a dry hydrant.

3. Responsibilities

3.1. Volunteer Fire Department:

- a) Follow this policy and requirements.
- b) Test and maintain dry hydrants according to NFPA 1142. See Appendix A record.
- c) Provide documentation of testing and maintenance of Dry Hydrants to the ESC.

3.2. FPSC:

- a) Monitor the compliance of the testing and maintenance of the Dry Hydrants according to this Policy.
- b) Identify and prioritize a list of possible Dry Hydrant locations.
- c) Review and amend list according to available Dry Hydrant Funds.
- d) Work with the ESC to ensure information is updated.

3.3. Municipality:

- a) Take responsibility and ownership of dry hydrants installed under this policy.
- b) Upon request, arrange for quotation for the installation or repair, including consulting fees, legal fees and any other tangible fees related to the installation or repair.

3.4. Emergency Services Coordinator:

- a) Ensure a list of possible sites is maintained and prioritized with the FPSC.
- b) File and track the testing and maintenance records provided by the VFDs.
- c) Support the FPSC in developing and prioritizing the list of possible sites.
- d) Assist VFDs with administrative requirements as needed.
- e) Assist VFDs with any testing needs.
- f) Update the VFD upon completion of installation and repairs for testing.

3.5. CAO:

- a) Ensure the approved list of dry hydrants from the FPSC is presented to



Municipal Council.

- b) Communicate the approved funding amount with the FPSC.
- c) Administer the approved funding from Council related to dry hydrants.

Appendix A: Dry Hydrant Inspection and Maintenance Report

Policy Review/Amendment Schedule

Date of Review	Approved by Council
March 16, 2026, April 14, 2026	
	January 24, 2022



APPENDIX A - DRY HYDRANT INSPECTION AND MAINTENANCE RECORD

Hydrant Location: _____

Inspection Date: _____ Inspected by: _____

Depth of water from the surface to top of strainer (ft): _____

Amount of water available leaving 2 ft (0.6 m) over strainer: _____

Environmental conditions affecting the dry hydrant (silt, debris, vegetation growth, etc.):

Any Erosion around the hydrant, access road, bank of water supply area:

Was the system back flushed? yes no

Problems found: _____

Available flow rate GPM (actual): _____

Any weed control measures taken: _____

Condition of access road, drainage: _____

Access warning sign present? yes no

Accuracy and clarity of information on sign? yes no

Maintenance performed, any special observations or remarks:

Fire Chief or Authorized Person

Sign

Date

Title: 2026-2027 Grants Policy

Approved by Council	Date:
Policy Review Notification	Date: February 26, 2026
Policy Review	Date: March 16, 2026
I certify this to be a true copy of the 2026-2027 Grants Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____	

Shelley David, Municipal Clerk	

1. Purpose

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

2. Policy Overview

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

3. Types of Grants

3.1. The municipality offers three funding tiers:

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

(See Appendix A for specific funding limits.)

4. Eligibility

4.1. To apply for a grant, organizations must:

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

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

5. Application Process

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

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

5.3 Tier 1 applications must include:

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

5.4 Tier 2 and Tier 3 applications must include:

- a) A completed application form (Appendix C or D).
- b) A project budget and project description.
- c) Proof of **applicants** financial standing (balance sheet and income statement). Two quotes for purchases or contract work, or a written explanation of why more than one quote was not provided.

d) Identification of other government funding sources.

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

6. Funding Process

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

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

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

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

7. Acknowledgement of Municipal Contributions

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

8. Budget and Fund Allocation

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

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

8.3 Approved grants must be used within the fiscal year unless an extension is requested in writing to staff before March 31, for funding approved up to January 1 of the fiscal year. Extensions beyond one year require Council approval.

9. Grant Allocation Reporting

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

10. Policy Review and Amendments

10.1 This policy is reviewed annually and updated as required.

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

11. Appendices

- **Appendix A:** Grant Categories and Limits
- **Appendix B:** Community Grant - Tier 1 Application Form
- **Appendix C:** Community Grant - Tier 2 Application Form
- **Appendix D:** Waterfront Development Projects Grant - Tier 3 Application Form

12. Policy Review/Amendment

Date of Review	Approved/Amended by Council
March 16, 2026, April 14, 2026	
Feb 3, Feb 11, March 3, March 11, 2025	March 25, 2025
January 15, 2024	February 26, 2024 - Approved
	November 22, 2021- Approved

Appendix A: Grant Categories and Limits

Community Grant - Tier 1

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

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

Community Grant - Tier 2

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

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

Waterfront Development Projects Grant - Tier 3

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



Appendix B - Community Grant Tier 1 Application Form
Maximum Request: \$1,000

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

Please forward your applications to grants@richmondcounty.ca

Appendix C – Community Grant Tier 2 Application Form

Maximum Request: \$7,500.00

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

Appendix C – Community Grant Tier 2 Application Form
Maximum Request: \$7,500.00

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

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

Please forward your applications to grants@richmondcounty.ca

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

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

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

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

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

Please forward your applications to grants@richmondcounty.ca



Title Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website

Approved by Council	Date:
Policy Review Notification	Date: April 8, 2026
Policy Review	Date: April 14, 2026
I certify this to be a true copy of the Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____.	
_____ Shelley David, Municipal Clerk	

1. Purpose

- 1.1 This is the Municipality of the County of Richmond “Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website” Policy.

2. Policy Statement

- 2.1 It shall be the policy of the Municipality of the County of Richmond that approved minutes of Council, Committees of Council, Committee Reports provided to Council, and meeting packages will be posted on the municipal website.
- 2.2 Agendas and meeting packages for Council and Committees of Council are provided two days prior to the meeting.
- 2.3 Municipal Council will not publish or distribute minutes of “In-Camera” meetings of either Council or Committees of Council.

3. Policy Guidelines

- 3.1 Municipal staff will prepare minutes for Municipal Council Meetings, and meetings of Committees of Council; and these minutes will be presented to the following Council or Committee of Council meeting for approval.



- 3.2 Municipal staff will prepare a report from Committees of Council, and provide them to Council for consideration.
- 3.3 Municipal Council and Committees of Council will consider the minutes prepared by staff, and will consider and approve the minutes, with or without amendments.
- 3.4 Municipal staff will publish the minutes of Council meetings, and the Committee reports received at Council Meetings, within 10 business days following the approval of the Council minutes.
- 3.5 Municipal staff will publish the minutes of Committees of Council within 10 business days following the approval of the Committee minutes.
- 3.6 Municipal staff will not publish or distribute minutes of any “In-Camera” meetings of either Council or Committees of Council, unless directed to do so by a resolution of Council, or a law enforcement organization or Court.
- 3.7 Municipal staff will publish agendas and meeting packages for Council and Committees of Council on the Municipal Website two days prior to the meeting.

Policy Review/Amendment Schedule

Date of Review	Formally Advertised and Amended by Council
April 28, 2026	
April 14, 2026	Review
January 31, 2024	Amended/Adopted
January 15, 2024	Review
June 16, 2008	Adopted



1. Purpose

- 1.1 The purpose of the Audit Committee is to act as an advisory board carrying out critical review functions on behalf of Council.

2. Mandate

- 2.1 The mandate of the audit committee is to assist Council in fulfilling oversight responsibilities related to the quality and integrity of financial reporting along with ensuring the appropriate systems and controls for the proper recording of transactions and protection of assets are in place.

3. Roles and Responsibilities

The roles and responsibilities are based on the Financial Reporting and Accounting Manual (FRAM), which is the regulation pursuant to the **Municipal Government Act (MGA)** Sections 451-520, produced by the Department of Municipal Affairs.

- 3.1 The audit committee will have unrestricted and complete authority to delve into any affair of the municipality with full access to the management and auditor to help Council meet its fundamental responsibilities of protecting the municipal assets and fulfilling its oversight responsibilities related to financial reporting.

3.2 Financial Reporting Function

The Committee shall:

- a) review the audited annual financial statements in depth with management and the external auditor; if satisfied the committee will present fairly the financial position and results of operations, and recommend acceptance to Council;
- b) review with management any changes in accounting principles and practices followed by municipalities;

- c) review any significant variance in comparison to prior year and/or budget;
- d) review and discuss the financial condition indicators; and
- e) review and discuss the mid-year budget to actual comparison.

3.3 External Audit Function

The Committee shall:

- a) discuss the extent, timing, and completion of the audit, including the level of materiality to be used;
- b) review estimated and final audit fee;
- c) discuss whether the terms of the letter of engagement were met;
- d) recommend to Council the change of the municipal auditor if management questions the competence of the incumbent auditor, and the committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;
- e) review the problems and restrictions encountered by the auditor and the degree of cooperation received; and
- f) promote cooperation between the management and the auditor.

3.4 Accounting System and Internal Controls Function

The Committee shall:

- a) obtain and review the management and internal control letter addressed to Council;
- b) discuss with the auditor the annual evaluation of the internal control systems related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;
- c) discuss management's response to the recommendations and adequacy of management's action plan;
- d) Obtain reasonable assurance that the municipality has implemented appropriate systems of internal controls over its financial reporting; and receive and review any internal reports relating to accounting procedures and internal controls.

3.5 Financial Risk Management Function

The Committee shall receive and review reports related to the management of financial risks to the municipality.

4. Composition and Terms of Appointment

- 4.1 The membership shall include all members of Council, the Chief Administrative Officer, the Director of Finance, and one (1) member at large.
- 4.2 Member at large appointment shall be for four years, with the first year beginning one year after the municipal election cycle.
- 4.3 As per section 44 of the MGA, where the Audit Committee has a vacancy:
 - a) The audit committee shall continue to meet and perform its duties and may exercise its powers, and
 - b) If the vacancy is for a member at large, the municipality shall advertise to recruit a member at large at least once every six months until the requirement is met.
- 4.4 The Committee Chairperson will be the Warden, or their designate, of Richmond County Council.

5. Meetings

- 5.1 An audit committee should convene whenever circumstances demand such a meeting; however, the committee must meet at least twice in each fiscal year.
- 5.2 It is recommended that the audit committee meet at least four times, and the meetings should coincide with the stages of the audit. The following topics are recommended to be included on the audit committee's agendas at various stages:
 - a) role and responsibilities of the auditor;
 - b) review of the roles and responsibilities of the audit committee;
 - c) recommended appointment of a municipal auditor;
 - d) audited Financial Statements and auditor's work;
 - e) management or Internal Control letter and management's response;
 - f) adequacy of internal controls;
 - g) financial condition indicators; and
 - h) review of financial risk.
- 5.3 An Audit Committee meeting schedule and work plan will be established each year, and agendas developed.
- 5.4 Meeting procedures shall follow the Council Procedural Policy.

6. Authority and Accountability

6.1 The Audit Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.

6.2 At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Municipal Government Act](#)
- [Financial Reporting and Accounting Manual \(FRAM\)](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
3			
3	Review		June 19, 2025, April 8, 2026
2	Formatting and removal of items that are included in the Committees Policy and Council Procedural Policy.	Yes	September 9, 2024
1	New	Yes	2018

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

Shelley David
Municipal Clerk



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND

LA MUNICIPALITÉ
DU COMTÉ DE

Emergency Services Coordinator

TO: TROY MACCULLOCH, CAO
FROM: STEVE MARCELLUS, ESC
DATE: April 21, 2026
RE: Louisdale and District Volunteer Fire Department Boundary

The Fire Service has evolved over the past few decades with changes to items like standards, safety, apparatus, equipment, training and communications. Some of these have been met with resistance during implementation and some have not been completed. Implementing these changes to limit risk, liability and safety has not always been popular or easy. The Fire Service continues to evolve and with new legislation coming into effect this year, being ready to implement the changes allows us to be one of the leaders and early adopters in the province.

Historically, there have been informal agreements made without proper documentation or no documentation at all. Levels of service have been selected by individual departments and can be changed without consultation outside of the departments. Mutual Aid agreements cover emergency responses by responding neighbouring departments to increase the required workforce and equipment needs especially in rural communities.

The area being addressed, is the Western part of Richmond County which is serviced by both the Louisdale and District Volunteer Fire Department (LDVFD) and the West Bay Road and District Volunteer Fire Department (WBRDVFD) located in Inverness County. The LDVFD responds on both sides of the area going through the Cleveland area on Hwy 4 to access the other side or from Hwy 104.

Both the County and LDVFD would like to extend a huge thank you to the members of WBRDVFD for their dedicated service and support responding to this area and look forward to the continued mutual aid support moving forward.

The future direction of the Fire Service within Richmond County has been discussed numerous times over the years, sometimes at length with County staff, fire departments and at Fire Protection Services Committee (FPSC) meetings. Considering the ongoing Provincial Governance Review conducted by FSANS, along with anticipated Provincial legislation and Municipal changes to the fire service, this adjustment would support improved alignment with future operational models, including funding structures, capital planning, and resource allocation.

Given the changes that are coming and the future direction for Richmond County, I recommend that the LDVFD resume responsibility for emergency response coverage in this area up to the County border.

Thank you for your consideration of this recommendation.

Regards,

A handwritten signature in black ink, appearing to read 'Steve Marcellus', with a stylized flourish at the end.

Steve Marcellus, ESC



Louisdale and District Volunteer Fire Department
6457 Highway 4, Louisdale NS
(902) 345-2157

April 9, 2026

To: CAO and Municipal Council - Municipality of the County of Richmond

Subject: Assumption of the Fire Protection Coverage Area – Richmond County Area of Louisdale and District Volunteer Fire Department formerly serviced by West Bay Road and District Volunteer Fire Department.

Dear Warden Landry and CAO MacCulloch,

This letter serves as a formal notification request that the Louisdale and District Volunteer Fire Department assume full responsibility for emergency response and fire protection services for the area of **MacIntire Lake to Cleveland, down to Lower River and Evanston north of Strait Hospital**), effective May.

We have reviewed our operational capacity and confirm that our department has the volunteers, equipment, and training to maintain safe coverage for this expanded area.

Our department will ensure that this area is included in all future fire safety inspections, community risk assessments, and emergency pre-planning initiatives.

We request that all official municipal records, dispatch systems, and insurance documentation be updated to reflect Louisdale and District Volunteer Fire Department as the primary responding agency, replacing West Bay Road and District Volunteer Fire Department.

Please advise if a formal contract or official registration documents are required to complete this transition. We look forward to working with your office.

Sincerely,

Aaron Marchand
Fire Chief, Louisdale and District Volunteer Fire Department
902-227-8246
louisdalefire@hotmail.com
aaron@cleanstreamwater.ca

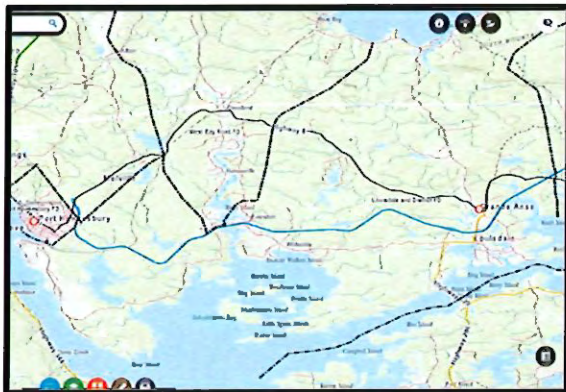


THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

Emergency Services Coordinator

TO: TROY MACCULLOCH, CAO
FROM: STEVE MARCELLUS, ESC
DATE: April 9, 2026
RE: Louisdale and District Volunteer Fire Department Boundary

As previously discussed, this is to formally recommend the recommencement of fire service coverage for the Richmond County area within the Louisdale and District Volunteer Fire Department (L&DVFD) response zone, which was formerly serviced by the West Bay Road and District Volunteer Fire Department (WBR&DVFD) of Inverness County.



As shown by the photos, the area splits the western end of the area rather than maintaining a consistent area – L&DVFD on either side.

In light of the ongoing Provincial Governance Review conducted by FSANS, along with anticipated municipal changes to fire service delivery, this adjustment would support improved alignment with future operational models, including funding structures, capital planning, and resource allocation.

WBR&DVFD has experienced ongoing challenges with member participation and incident response, with recent calls seeing minimal or, in some cases, no personnel responding. Due to this, discussions have taken place with the Port Hastings Volunteer Fire Department (PHVFD) regarding a potential amalgamation to address declining membership; however, similar challenges exist there, limiting the effectiveness of this approach.

Given the continued concerns around response capacity and to maintain public safety within this area of Richmond County, I recommend that the L&DVFD resume responsibility for emergency

response coverage in this area up to the County border. This would help ensure more reliable service delivery and better support the needs of the community moving forward.

Thank you for your consideration of this recommendation.

Regards,



Steve Marcellus, ESC

- Line 19 is the reimbursement for the current fire services coordinator.
- Line 20 is funds that were paid to Louisdale VFD for emergency response services into Point Tupper; over the budget years 2015/16 → 2017/18.
- Line 21 is funds paid to the Town of Port Hawkesbury for emergency response services into Point Tupper. GA understands that a similar payment was made for many years prior to 2015/16 budget. The higher amount in the 2019/20 column is for the current one-year contract.
- Lines 24 → 28 are the costs of services that Richmond either provides or sources and pays for on behalf of the various fire departments. Not every fire department uses all of these services every year. Costs are recovered from the fire levy (see Line 29).
- Line 29 is the balance of the revenue generated through the fire protection levies, and is paid to the fire departments.

MOCR reports the disbursing of more funds than are collected through the fire levies. It appears that the contracts for fire protection in Point Tupper are extra to the fire protection levies, as are the fire-coordinator costs.

Fire Department Districts

It is helpful to understand the areas (fire districts) serviced by each fire department before entering a discussion on fire department revenues and expenses. The fire department service districts do not appear to closely align with any political districts on the Richmond County map. It is therefore suspected that the area fire rates may not perfectly align with the corresponding fire district either.

The following map snapshot was sourced from an interactive map found on the Eastern District Planning Commission website.⁴⁰ The buff coloured area is Richmond County. The eight MOCR fire districts are shown, defined by the light-coloured lines that show the fire district boundaries. The corresponding VFD is labeled.

The turquoise coloured area is Inverness County, including the Town of Port Hawkesbury. The interactive map allows the user to zoom in; to see details that do not show on the large overview that we have provided here. It is a great tool.

⁴⁰ <http://edpc.maps.arcgis.com/apps/webappviewer/index.html?id=db45536aaa51434bb21e54a7872a6847>

MAP: RICHMOND COUNTY FIRE DISTRICTS



The Chapel Island fire district consists of only the First Nations property on the reserve. The Chapel Island fire district effectively makes the boundary between the SPVFD and the DTVFD, as shown in the accompanying snapshot. The GRVFD district also meets there.



MAP: POTLOTECK (CHAPEL ISLAND) FIRE DISTRICT

The Lennox Channel between Isle Madame and Cape Breton Island forms the boundary between the IMVFD and the LVFD.

Although there are fire stations in both Framboise and in Forchu, they are managed as one department and there isn't a distinct fire district boundary between them.

GA believes that the LLVFD also provides protection into the area of CBRM immediately to the north of the County boundary, although this is not shown on the map. CBRM pays for this service.

Of particular interest is the area in Richmond County that is included in the West Bay Road VFD fire district. That area is shown turquoise in the overview map although it is in Richmond County

and should be buff. The following map snapshot shows this area in better detail. The red dash-dot outlines on the map are the fire district boundaries. The dashed black line shows the location of the Inverness-Richmond County boundary, where it crosses the WBRVFD fire district. The area to the south of the line is in Richmond County. At MacIntyre Lake; the Port Hastings (Inverness), West Bay Road (Inverness) and Louisdale (Richmond) fire districts come together.

MAP: WEST BAY ROAD VFD FIRE DISTRICT

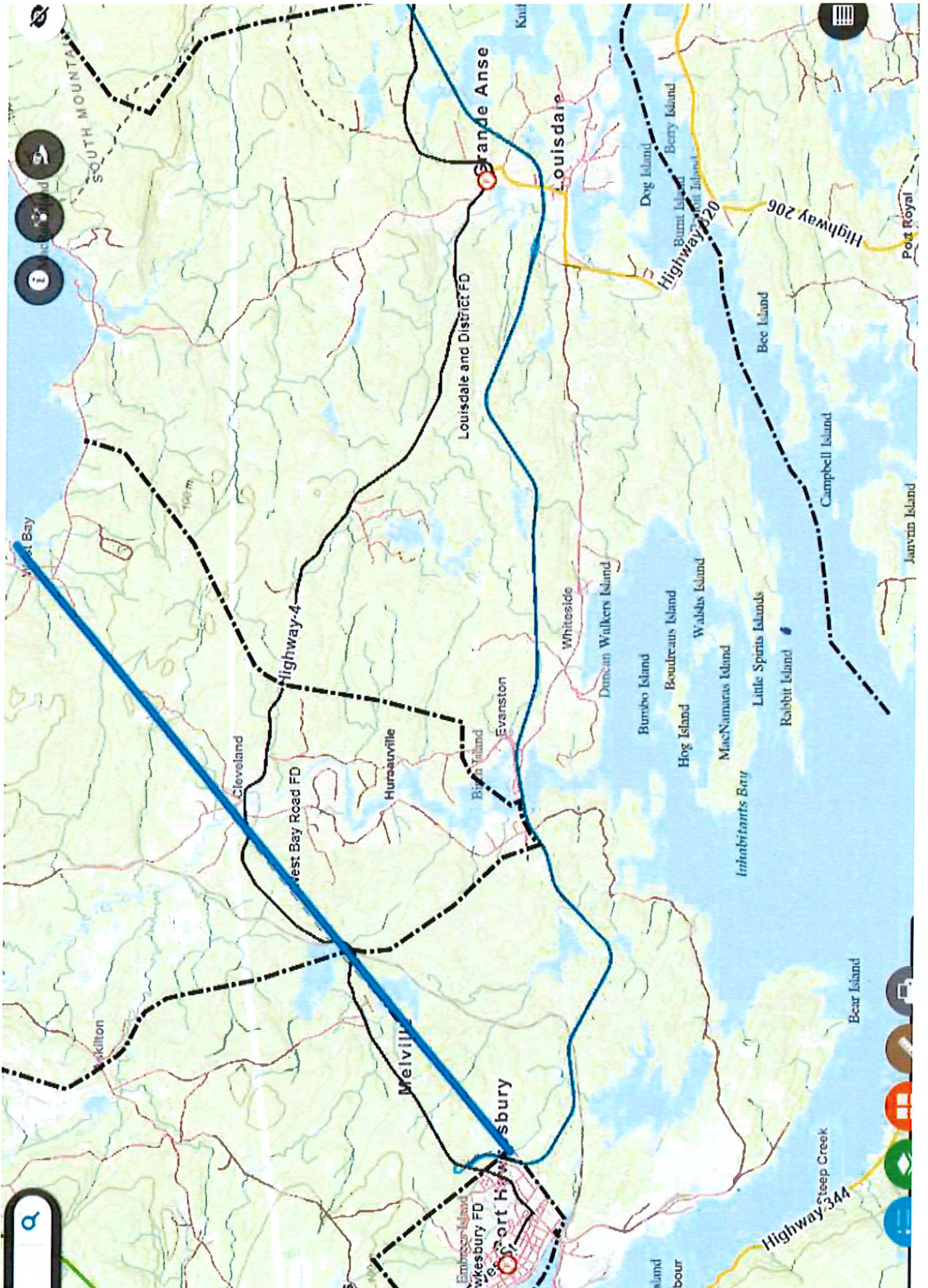


Revenue, Fire Departments⁴¹

The following table shows the tabulated totals for revenue sources reported by the fire departments; over the years shown. The Port Hawkesbury fire department is not included in these totals.

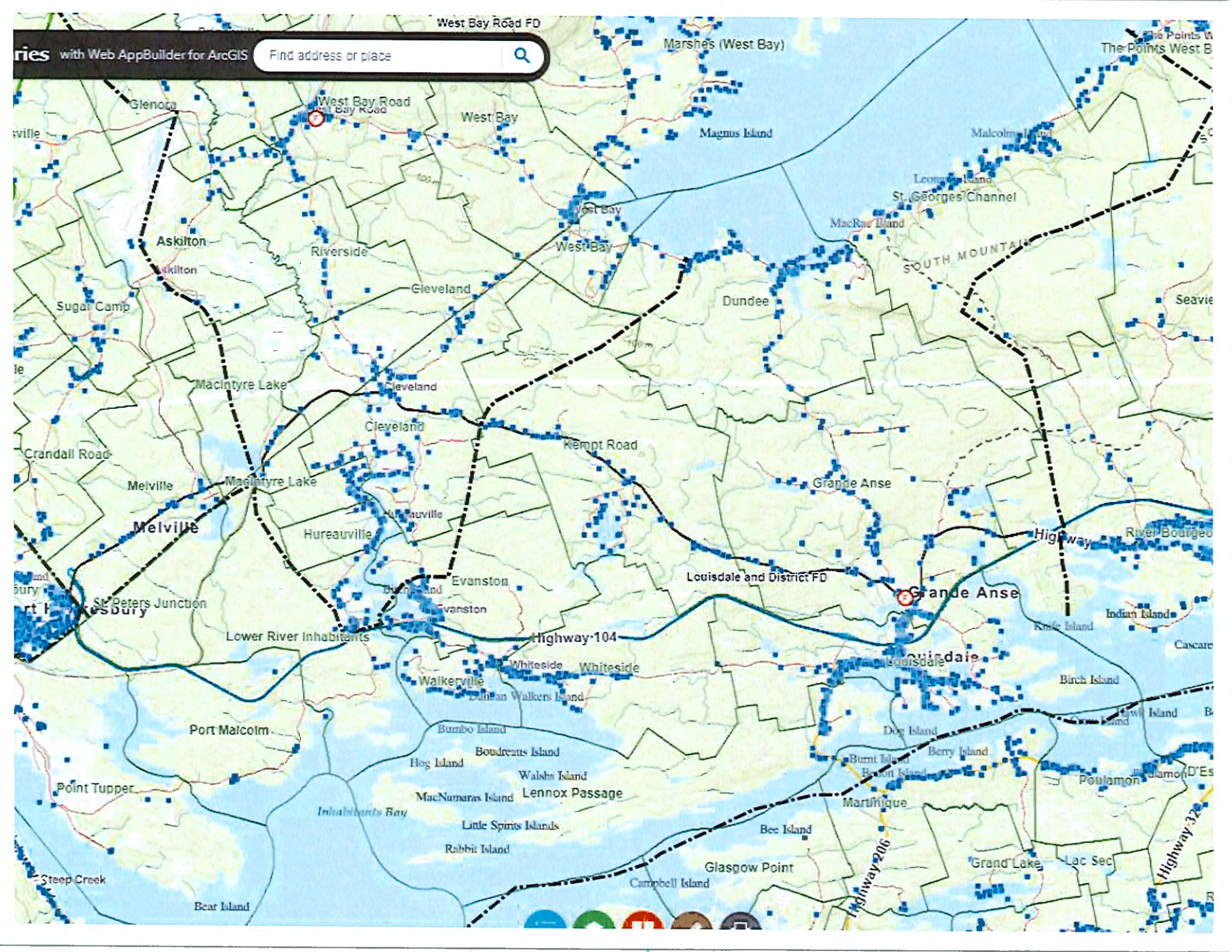
The revenues are grouped by category, as demonstrated by colour highlights (explained on lines 24-26). Municipal sourced revenues are uncoloured. Green are non-municipal sources. Dark and

⁴¹ Compiled individual fire department financial information is contained in **Appendix XII: Financial Data**, starting on page 310.





West Bay Road FD





Department of Emergency Management
Fire Department Boundary Change Form for 911

Please fill out and send with attachment to civicadd@novascotia.ca

Fire Department name:

Fire Chief name:

Fire Chief phone number and email:

Does this boundary change have municipal approval?

Municipal representative name, e-mail and phone number:

Please attach map of the new boundary(s): (In electronic or paper format.)



Effective date:

Please note:

- The boundary change must be approved by the municipality to which the fire department belongs.
- DEM must receive this form a minimum of one week prior to the effective date.
- An effective date must be on a Monday, Tuesday, Wednesday or Thursday during business hours and cannot be the day before or a day after a statutory holiday.

Memorandum

To: Richmond County Council
From: Lois Landry, Warden and Councillor for District 2
Date: April 23, 2026
RE: *Strait Area Chiefs, Mayors, and Wardens meeting update*

Cell Service and Housing:

Pre-COVID, a ***Strait Area Chiefs, Mayors, and Wardens Committee*** was established. The pandemic saw that committee's work paused, but in 2025, the group came together again with bi-annual meetings in spring and fall. The committee includes representation from Guysborough, Antigonish Town and County, Mulgrave, Inverness, Victoria, Port Hawkesbury, Richmond, and the First Nation communities within that same catchment area. There were several items on the agenda at our April 15, 2026, meeting, including regional concerns about cell service and housing issues related to student accommodations at the Strait Area Campus of the NS Community College.

There are plans to write letters to federal and provincial representatives about:

- A. our collective concern about the dismal state of cell service in the region and
- B. how the originally proposed sister residence at NSCC would bolster housing stock in the region.

Those municipal units/First Nation Communities who have authority from their respective Councils will be signatories to those letters. Since both housing and cell service have been well-established priorities for our Council, I'm seeking authority to join as signatory on our behalf.

New Website: yourquadcounties.ca

The local radio station has created a new website designed to be an online magazine of sorts. They presented to our ***Strait Area Chiefs, Mayors, and Wardens Committee*** to offer additional opportunities to communicate with residents. I have been planning to do a monthly newsletter that would be similar in format to some I've seen from Mayors and Councillors in other parts of the province. I will provide this to you before May 1 for review. Unless you have serious concerns about format or content, I'm proposing that this be one location for this kind of monthly newsletter to be housed.



16 April 2026

Warden Lois Landry

Municipality of the County of Richmond

2357 Highway 206

PO Box #120 Arichat NS B0E 1A0

(Delivered via email)

RE: Funding for Public Libraries

Dear Warden Lois Landry,

I am writing to provide an update regarding your Council's request that adequate and sustainable library funding become an advocacy priority for the Nova Scotia Federation of Municipalities (NSFM).

The NSFM Board has approved the Equity and Community Wellbeing Committee's recommendation that adequate and sustainable library funding become an advocacy priority for NSFM. This recommendation was adopted through Board motions approved on February 6, 2026.

Over the past 17 months, NSFM has written three times to the Minister of Communities, Culture, Tourism and Heritage regarding this issue. Although it has been confirmed that the level of funding in the funding formula for libraries will remain unchanged in 2026/27, we recognize that the status quo of library funding is inadequate, and provincial government cuts to other cultural and social programs will exacerbate the significant pressures that are already being placed on public libraries and their staff.

NSFM will continue to advocate for the findings of the library funding review, as well as for increased provincial investment in municipal libraries. Thank you for your leadership and support on this issue. We look forward to continuing to work together to advocate for sustainable funding for libraries, which remain a valuable resource for communities across Nova Scotia.

Regards,

Juanita Spencer,
CEO, Nova Scotia Federation of Municipalities

CC: David Mitchell, President.
Alison Graham, Chair, Equity & Community Wellbeing Committee



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

WARDEN

June 30, 2025

Nova Scotia Federation of Municipalities
1809 Barrington Street, Suite 1304
Halifax, NS B3J 3K8

Dear Members of the NSFM Board,

Richmond County Council is writing to respectfully request that the Nova Scotia Federation of Municipalities consider the issue of adequate and sustainable funding for public libraries as a formal advocacy priority.

At our June 24, 2025, meeting, Council supported a recommendation to bring this matter forward to the NSFM. Municipalities across Nova Scotia are increasingly challenged by the current funding model, often creating a growing strain on local budgets.

This is evident in the Eastern Counties Regional Library system, which has expressed concern over its ability to maintain service levels under current funding constraints. Without increased and stable investment from the province, the long-term sustainability of public library services—especially in rural and underserved areas—may very well be at risk.

Public libraries serve a vital role in our communities. They provide equitable access to information, support lifelong learning, offer welcoming spaces for all ages, and contribute to literacy, social inclusion, and community development. These outcomes benefit the entire province.

We urge the NSFM to include this issue in its ongoing advocacy with the province and to support the development of a more balanced and sustainable funding framework for Nova Scotia's public libraries.

Thank you for your leadership and continued work on behalf of municipalities across the province.

Sincerely,

Lois Landry, Warden
Municipality of the County of Richmond

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

April 7, 2026

The Honourable Tim Houston, M.L.A.
Premier of Nova Scotia
P.O. Box 726
Halifax, NS
B3J 2T3

Email: premier@novascotia.ca

Re: Request for Five-Year Freeze on Power Rates and Exploration of Public Ownership of Nova Scotia Power

Dear Premier,

On behalf of the Municipality of Barrington, I am writing to express our concerns regarding residential power rates in Nova Scotia. While we understand that the Nova Scotia Energy Board has already approved Nova Scotia Power's recent General Rate Application (GRA) filing for 2026-2027, we feel it is still important to formally express our concerns on behalf of our residents and communities. We also wish to echo the points raised by the County of Antigonish in their recent correspondence.

Specifically, we are concerned that, under the approved rate increases, residential customers continue to see higher percentage increases than some other customer classes. The effect is therefore that households may bear a larger share of the operating and capital costs of Nova Scotia Power relative to other classes. This raises important questions about fairness and equity for residents.

Additionally, the cybersecurity incident at NSP last year, which exposed the sensitive information of hundreds of thousands of customers, has shaken public trust in the corporation. Coupled with the billing difficulties that followed, many residents continue to feel the impact of these disruptions. For these reasons, our council feels it is critical to speak out, even after the approval of the rate increases.

In light of these concerns, we respectfully ask that, while recognizing the Nova Scotia Energy Board operates independently from government, you advocate for the following on behalf of residents:

- Consideration of a five-year freeze on residential power rates to help protect Nova Scotians from further financial strain.
- A thorough exploration of returning Nova Scotia Power to public ownership, ensuring that residents' interests are prioritized over corporate profits.

We recognize that operating and capital costs have risen due to inflation, tariffs, and other factors. Nevertheless, we urge decision-makers to explore ways to fairly distribute costs across customer classes so that residential customers are not disproportionately affected.

Our communities rely on affordable, reliable, and fair energy, and we feel it is critical for government and regulatory bodies to take steps to protect residents.

Yours sincerely,



Shaun Hatfield
Warden

cc: Nova Scotia Energy Board
Nova Scotia Federation of Municipalities (NSFM)
All Municipal Units in Nova Scotia





Deputy Premier
Minister of the Department of Seniors and Long-Term Care
Minister of the Department of Opportunities and Social Development
1741 Brunswick St, Halifax NS B3J 3X8
SLTCmin@novascotia.ca

April 12, 2026

Subject: Pending Strike

Honourable Barbara Adams,

On behalf of the Seniors Take Action Coalition of Richmond County, we are writing to express our deep concern about the pending strike of long-term workers in the 52 nursing homes throughout the province. These workers, who are represented by CUPE, have been without a contract since October 2023. Long-term care workers across the province are now only one week away from walking off the job on April 13, 2026.

Impacted workers, that include continuing care assistants; licensed practical nurses; support services, which includes environmental, housekeeping and laundry; occupational therapy aides and physiotherapy aides; and maintenance are all essential to the health and well-being of some of our most vulnerable citizens in Nova Scotia.

In Richmond County, our two facilities house close to 100 residents who call the St. Anne's Centre and the Richmond Villa their home. Their families depend on the workers in these facilities to provide the care needed for their loved ones. Many of the family members are elderly spouses with their own health issues. A strike will put additional burden on the families of these residents, many of whom are already stressed and exhausted.

"Our family will continue to support and fight for our mom, and the people who have become family. We urge the government to get back to the table, in good faith, and work to ensure that fairness and respect are given to these members. We hope, that despite the apparent financial restraints, that our government will find other, less impactful areas to cut back on, and as such,

solve the issues of today and create a secure future in Long Term Care, for many years to come. To turn our backs on the professionals and support workers, who help families ensure the safety and well-being of their loved ones, is completely unacceptable.”

Glen and LeeAnne Marchand - Louisdale, Nova Scotia

Some of the workers covered by these negotiations make \$18.77 an hour with an offer on the table that would bring them just above \$21 an hour by the end of the proposed contract. In some cases, workers make almost \$10 an hour less than their counterparts in the rest of the Atlantic. The Canadian Centre for Policy Alternatives calculates a living wage in Nova Scotia at \$27.60/hour. This means that some of the workers that care for our most vulnerable seniors do not even make a living wage.

We urge the Government of Nova Scotia to find a way to resolve this issue immediately. The government has a fiduciary and moral duty to ensure the most vulnerable are protected and cared for, in the same way the residents of long-term facilities provided, protected, and cared for all of us.

Respectfully,



Dorothy Barnard, Chair
Seniors Take Action Coalition of Richmond County

cc:

Honourable Tim Houston, Premier of Nova Scotia
Trevor Boudreau, MLA Richmond
Nova Scotia Federation of Seniors
Aging Well Nova Scotia
Warden, Municipality of the County of Richmond



NOVA SCOTIA

**Municipal Affairs
Office of the Minister**

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

April 22, 2026

Dear Mayors, Wardens and Village Chairs:

I am writing to provide an overview of the legislative amendments approved this spring in the House of Assembly that relate to municipal governance. These changes were a part of Bill 212 ([c001.pdf](#)). We are sharing this information to ensure Council has clarity on the intent and scope of these changes, as well as next steps.

Amendments to the *Municipal Government Act* and *Halifax Regional Charter Act*:

- Clarify the oversight relationship between councils and Chief Administrative Officers, affirming council's discretion to exclude the CAOs from meetings related to CAO performance (effective immediately).
- Enable councils to delegate CAO performance oversight to a committee (effective immediately).
- Clarify council's authority in approving CAO participation in external organizations and delegating responsibilities during CAO absences (effective immediately).
- Introduce mandatory onboarding training for newly elected councillors to support strong governance and informed decision-making. Will become effective after details are established in regulations.

These amendments are intended to strengthen municipal governance and support councils in their leadership and accountability roles.

We appreciate the support that you have shared for these changes either directly, through your MLA or through your associations. If council has questions or would like additional clarification, your municipal advisors would be pleased to assist.

In the coming months, the Nova Scotia Federation of Municipalities (NSFM) will be seeking your input on what mandatory training for newly elected councillors will look like in Nova Scotia. Our intention is that councillors feel equipped to fulfill their important responsibilities, how to work effectively with their colleagues and the staff of the municipality, and how to best deliver on the priorities of their constituents, the municipality and our beautiful province. Regulations will establish the minimum standards for mandatory training, such as the types of training, the timelines for completion, and key responsibilities. We will look to you to shape these requirements, through the work of NSFM.

Thank you for your continued partnership.

Yours truly,

Honourable John A. MacDonald
Minister of Municipal Affairs

c: CAOs (please share with your councillors)
Village Clerks
Juanita Spencer, CEO, Nova Scotia Federation of Municipalities
Jeff Sunderland, Executive Director, Association of Municipal Administrators Nova Scotia



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

2026-04-22

The Honourable Tim Houston
Premier of Nova Scotia
P.O. Box 726
Halifax, NS
B3J 2T3

Email: premier@novascotia.ca

Re: Request for Five-Year Freeze on Power Rates and Exploration of Public Ownership of Nova Scotia Power

Dear Premier Houston,

On behalf of the Municipality of the District of Shelburne, I am writing to express our concerns regarding residential power rates in Nova Scotia and their growing impact on our residents and communities.

The Municipality wishes to formally express our support for the correspondence submitted by the County of Antigonish regarding this matter. We share the concerns outlined in their letter and echo the importance of advocating on behalf of rural Nova Scotians who are increasingly burdened by rising electricity costs.

While we recognize that the Nova Scotia Energy Board has approved Nova Scotia Power's recent General Rate Application for 2026–2027, we believe it remains critically important to voice our concerns. Within the Municipality, many households—particularly seniors, fixed-income residents, and working families—are experiencing significant financial strain. The cumulative effect of rising energy costs, combined with broader affordability pressures, is becoming increasingly unsustainable.

We are particularly concerned that residential customers continue to see higher percentage increases than some other customer classes. This raises important questions about fairness and equity, as households may be bearing a disproportionate share of the operating and capital costs of Nova Scotia Power.

Additionally, events such as the recent cybersecurity incident at Nova Scotia Power and subsequent billing disruptions have further eroded public confidence. Residents in our municipality continue to express frustration—not only with costs, but with reliability, transparency, and trust in the system.

In light of these concerns, and consistent with the requests put forward by the County of Antigonish, we respectfully ask that you advocate for the following on behalf of Nova Scotians:

Consideration of a five-year freeze on residential power rates to help protect residents from further financial strain;

A thorough exploration of returning Nova Scotia Power to public ownership, ensuring that the interests of residents are prioritized over corporate profits.

We recognize that operating and capital costs have risen due to inflation, tariffs, and other factors. However, we strongly urge decision-makers to explore ways to more fairly distribute these costs across customer classes so that residential ratepayers are not disproportionately affected.

Our municipality, like many rural communities, relies on affordable, reliable, and equitable energy. It is essential that both government and regulatory bodies take meaningful steps to restore balance, protect residents, and rebuild public confidence.

Sincerely,

A handwritten signature in blue ink, appearing to read "Penny Smith". The signature is fluid and cursive, with a large initial "P" and "S".

Warden Penny Smith

cc:

Nova Scotia Energy Board

Nova Scotia Federation of Municipalities (NSFM)

All Municipal Units in Nova Scotia

Hon. Nolan Young, MLA - Shelburne

Hello Deputy Warden, Amanda Mombourquette, Warden Lois Landry & District Councillors.

I would first like to thank all of you for taking the time to read my letter. My name is Bradley Malcolm, the current chief of the West Bay Road Fire Department.

It was first brought to my attention and the attention of the Fire Service Committee at a meeting in St. Peters on April 15, 2026 that Louisdale Volunteer Fire Department was putting a request to council, proposing a boundary change for the fire service response in the West Richmond County area, and this matter is going to be voted on at the April 28th council meeting. This area is currently serviced by the West Bay Rd. & District Fire Department.

Members of the West Bay Rd. Fire Department and I have some questions, concerns, and thoughts to consider with this request.

--- Louisdale should have contacted West Bay Road Fire Department to discuss this matter before any considerations or decisions were put forward to council. Maybe Louisdale and West Bay Rd. could have made an agreement for fire service & emergency response instead of changing boundaries. Example: What Port Hawkesbury and Louisdale already have in place for emergency response for Point Tupper. Especially as 2 departments who will continue to be mutual aid partners, best practice would involve early consultation with all affected departments to ensure informed decision making.

--Why was it brought on so suddenly? It seems rushed, and without any previous communication regarding this no one has answers to any questions brought forward, yet a decision is likely being made without a full understanding of the effects.

--Is there a plan for a substation in the West Richmond County area? Who is going to pay for such expenditure? Who is going to operate a new substation? With all departments that are looking for new members across the province, where are these new members coming from? Where is the equipment coming from? Does Louisdale or Richmond County council have a plan for this?

--Changes to fire service boundaries may affect insurance ratings for residents, depending on how insurers recognize primary responding departments and coverage classifications.

--Our crews have developed extensive local knowledge over decades, which contributes to efficient and effective emergency response beyond just simple travel time. We have an awareness of dead zones for radio communications, preferred routes for certain locations etc.

--There have been some comments made regarding West Bay Roads Membership and response, without an opportunity for any informed comments made by our department. Has call volume for the proposed area been examined, along with the response times and levels of the Louisdale Fire Department?

--A potential amalgamation between West Bay Road and Port Hastings was mentioned as a contributing factor in this decision, however no one contacted any member of West Bay Roads Amalgamation Committee to gain any understanding in this process, or if we expect that this

amalgamation will even take place, as there has been no decision made on this to date. Any comment on this matter outside of that committee is purely speculation.

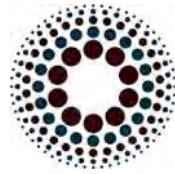
West Bay Rd. Fire Department has been a primary Fire Protection and Emergency Response provider for almost 30 years in the West Richmond County area. Sudden changes may create confusion and concern regarding emergency response. Multiple members of our department reside in Richmond County and are proud to be a member of the fire service, they are taking it to heart they will not be the primary fire service provider for their community.

We respectfully request that Council defer this decision until a full review can be completed, including consultation with all affected departments, analysis of response times for all fire department required calls, and consideration of financial and operational impacts.

If a Yes vote is passed, perhaps consider West Bay Road Fire Dept. to aid Louisdale Fire Dept. in this new undertaking and maintain West Bay Road as the primary responder for the West Richmond area for the year 2026 / 2027.

Thank You

Chief Bradley Malcolm



23 April 2026

Warden Lois Landry
Municipality of the County of Richmond
2357 Highway 206 P.O. Box 120 Arichat,
Nova Scotia, BOE 1A0

(Delivered via email)

Dear Warden Landry,

RE: Reducing Property Taxes for Homes Rebuilt after Destruction from a Natural Disaster

We are writing to provide an update on the request received from Richmond County Council in June 2025, asking that NSFM advocate for a policy change to extend the property tax cap to homes rebuilt after a natural disaster.

As you are likely aware, the Municipal Government Act was amended in Fall 2025 (s. 69b), creating a new provision that allows municipalities to adopt policies to reduce property taxes for homes rebuilt after destruction from a natural disaster. This approach is a departure from the previous regulation change that was brought forward as a result of the 2023 wildfires in Tantallon and Shelburne, which allowed impacted homeowners to maintain their pre-disaster capped assessment, as long as certain re-build specifications were adhered to.

Following the change in legislation, NSFM wrote to the Department of Municipal Affairs seeking clarity on the chosen approach. In a letter to NSFM, Minister John MacDonald noted that the Province does not intend to impose a standardized provincial requirement in this area, and that decisions regarding capped assessment adjustments should remain with municipalities. He also indicated that the Property Valuation Services Corporation (PVSC) is available to provide guidance and assistance to municipalities wishing to implement such changes.

The NSFM Infrastructure Advisory Committee, along with several representatives from AMANS, met with PVSC to discuss the details of the support available and how assessments will be handled for rebuilt properties. Next week, NSFM and AMANS will work together to develop model policy language that municipalities may adopt or adapt should they wish to make use of the s.69b.

We recognize that time is of the essence, particularly for properties rebuilt after recent natural disasters. We will share further information as it becomes available.

Thank you for your support on this issue, which is important to many municipalities and homeowners.

Regards,

A handwritten signature in black ink, appearing to read 'DMitchell', is centered below the 'Regards,' text.

*David Mitchell,
President, Nova Scotia Federation of Municipalities*

cc: Councillors, Municipality of the County of Richmond

Troy MacCulloch, CAO, Municipality of the County of Richmond

Amanda Mombourquette and John Dunbar, CB Strait Representatives with the NSFM



Action List 2022-2026

Over 6 mos

Complete

In Progress

Pending

Ref. #	Action Item	Date	Responsible	Status	Item Type
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	In Progress	By-Law/Policy
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/unserved areas, number of lots, and the process for making roads public, based on best practices across the province.	03-25-2025	EDPC Staff	In Progress	PAC
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	In Progress	By-Law/Policy
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	Director of Community Development and Recreation	In Progress	Council
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	Complete	Council
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	In Progress	Council
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	Complete	Budget

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. 2nd Motion :that Council 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	Complete	PAC
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	Complete	By-Law/Policy
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	Complete	Budget
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	Complete	Council
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	Complete	Council
660	IDEA/ECRL Citizen Appointment /that Council appoint Elizabeth Campbell to the IDEA Committee and as Richmond County's representative to the Eastern Counties Regional Library Board.	12-16-2025	Municipal Clerk	Complete	Council
661	New GL for Staff Recognition/Compassion/Appreciation- that Council direct staff to transfer funds from general admin to a new GL for Staff Recognition and Compassion, the dollar amount to include costs associated with recognition for retirement, compassion, and staff appreciation, including items outlined in the Awards of Recognition Policy. And FURTHER move to refer future use of this new GL to budget deliberations so that it can be consistently separated for accountability purposes.	12-16-2025	Director of Finance	Complete	Budget
662	Acceptable bid for properties scheduled for the February 6, 2026, tax sale/ 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.	12-16-2025	Director of Finance	Complete	Council

663	Fire protection rate on property owners in Point Tupper /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.	12-16-2025	Director of Finance	Complete	Council
664	Firearm training / 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.	12-16-2025	Director of Finance, Director of Community Development and Recreation	Complete	Budget
665	Richmond Arena / 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.	12-16-2025	Director of Public Works/Director of Finance	Complete	Budget
669	Consultant to conduct an audit across all VF departments in Richmond County /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.	12-16-2025	CAO/Director of Finance/ESC/Warden	Complete	FPSC
670	Boat launch on the ocean side of the canal in St. Peter's /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.	12-16-2025	Warden	Complete	FPSC
671	Fire Protection Services Committee Terms of Reference /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.	12-16-2025	Municipal Clerk	Complete	FPSC
672	NSAPG Membership /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.	12-16-2025	Director of Finance	Complete	Budget

673	Second Reading approval/ that Council give second reading approval for the 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.	12-16-2025	Municipal Clerk	Complete	Council
674	Sewer Service Charge By-law #52 and Solid Waste By-law #17/ 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.	12-16-2025	Municipal Clerk	Complete	By-Law/Policy
675	Public Hearing, Re: Award of Basin Road Lands, Tender MOCR202514 / 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.	12-16-2025	CAO	Complete	Council
676	Navigate Energy Net Zero Community Buildings Project/ that Council accept the recommendation of the Committee of the Whole and direct staff to further explore the Net Zero Community Buildings Project, potentially issuing a call for expressions of interest to determine if any halls are interested, and other ways the Municipality can contribute.	01-27-2026	CAO	In Progress	Council
677	Declining and deteriorating cell service/ that Council accept the recommendation of the Committee of the Whole and authorize the Warden and the CAO to reach out to neighbouring towns and municipalities to discuss the issue of declining and deteriorating cell service.	01-27-2026	CAO/Warden	In Progress	Council
678	By-law No. 56 – Tax Exemption By-law/ that Council accept the recommendation of the Committee of the Whole and authorize the Warden to write a letter to the Minister of Municipal Affairs, requesting adjustments to the Municipal Government Act to enable municipalities to provide tax rebates and incentives to residential affordable housing developers, and further to request that this become an advocacy item for the Nova Scotia Federation of Municipalities and to copy our regional partners on the correspondence. 2nd Motion: that Council accept the recommendation of the Committee of the Whole and direct staff to send a letter to current exempt organizations encouraging them to consider appealing their assessed values, if appropriate.	01-27-2026	Warden/ 2nd Motion: Director of Finance	Complete	Council
679	Eastern District Planning Commission (EDPC) process and timelines for handling dangerous and unsightly complaints/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to review and update their policy on dangerous and unsightly complaint process timelines and response standards; and FURTHER MOVE that Council direct EDPC staff to report to Council twice annually, confirming whether or not any orders exist.	01-27-2026	EDPC	In Progress	PAC
680	Coastal Protection Support Program/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and approve, in principle, joining other municipalities in applying for the Coastal Protection Support Program funding for an educational component; and FURTHER MOVE that Council direct EDPC staff to submit a standalone application on behalf of Richmond County if the other municipalities are unable to commit.	01-27-2026	EDPC	complete	PAC
681	Central Richmond Plan Area – RG 2 Zone/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC to prepare a staff report reviewing lot sizes in rural areas under all of Richmond County's land use by-laws.	01-27-2026	EDPC	Complete	PAC

682	Temporary Borrowing Resolution, Re: Richmond Area /that Council approve the Temporary Borrowing Resolution in the amount of five million dollars (\$5,000,000) to enable staff to proceed with securing the required funding to advance the Richmond Arena floor upgrades.	01-27-2026	Director of Finance	Complete	Council
683	Advocacy for a secondary permanent road to Saint Martha's Regional Hospital /that Council ask the Warden to write a letter to Mayor Cameron, our member of parliament, our local MLA, and the provincial Minister of Public Works to advocate for the construction of a new secondary permanent road to the hospital.	01-27-2026	Warden	Complete	Council
684	NSCC Municipal Leaders Partnership Table / that Council approve the Warden and one member of Council to participate in the NSCC Municipal Leaders Partnership Table for one year; and FURTHER MOVE that Council review the participation after the first year and decide whether to continue.	01-27-2026	Warden	Complete	Council
685	Proposed Sale of Municipal Property: MOCR202514 / that Council approve, under section 51 of the Municipal Government Act, the sale of Lot 1A and Lot 1B, Basin Road Subdivision, Evanston (AAN 09633618/PID 75190801 and AAN 09633766/PID 75190819) at a price less than the appraised value, at the bid of \$33,000, for the purpose of affordable housing. 2nd Motion: that Council, based on the recommendation of the Evaluation Sub Committee, authorize the CAO to award MOCR202514 Tender to Brela Construction; and FURTHER MOVE that staff circulate the development agreement to Council before it is signed by the developer to ensure it reflects residents' concerns.	01-27-2026	CAO	Complete	Council
686	IDEA Committee Appointment - Recommendation from In Camera Session/ that Council approve the appointments of Trina Hall and Jessica Madden to the Inclusive, Diverse, Equitable, Accessible (IDEA) Committee.	02-24-2026	Director of Community Development and Recreation	Complete	Council
687	Community Benefit Agreement - Recommendation from in Camera Session/that Council approve the Municipality of the County of Richmond entering into the Community Benefit Agreement for the Community Vibrancy Fund with Everwind Fuels as discussed in camera.	02-24-2026	CAO	In Progress	Council
688	Three-Year Cost-Sharing Agreement for Subdivision Streets / that Council accept the recommendation of the Committee of the Whole and authorize the Warden and the CAO to sign Cost Share Agreement No. 2026-018.	02-24-2026	CAO/Warden	Complete	Council
689	Amyloidosis Month / that Council accept the recommendation of the Committee of the Whole and approve the proclamation to proclaim March 2026 as Amyloidosis Awareness Month in Richmond County.	02-24-2026	Municipal Clerk	Complete	Council
690	Letter from Nicholas MacInnis, Warden, Mun. Co. Antigonish to Hon. Tim. H.- NS Power Rate Application /that Council accept the recommendation of the Committee of the Whole and authorize the Warden to write a letter of support.	02-24-2026	Warden	Complete	Council
691	Subdivision and minimum lot size standards for unserviced lots / that Council accept the recommendation of the Planning Advisory/Heritage Committee and have the Warden write a letter to the Nova Scotia Department of Environment and Climate Change, requesting a review of provincial minimum lot size standards and on-site septic disposal system regulations to allow smaller lots based on newer technology.	02-24-2026	Warden	Complete	Council
692	MOCR Dangerous and Unsightly Premises By-law and Policy /that Council accept the recommendation of the Planning Advisory/Heritage Committee and refer the Dangerous and Unsightly Premises By-Law, By-law No. 28, and the Dangerous and Unsightly Premises Policy to the By-law/Policy Committee	02-24-2026	Municipal Clerk	Complete	Council

693	Chief Administrative Officer (CAO) Performance Review Policy /that Council accept the recommendation of the By-law/Policy Committee and adopt the Chief Administrative Officer (CAO) Performance Review Policy as presented.	02-24-2026	Municipal Clerk	Complete	Council
694	Advertising and Sponsorship Policy /that Council accept the recommendation of the By-law/Policy Committee and adopt the Advertising and Sponsorship Policy as presented.	02-24-2026	Municipal Clerk	Complete	Council
695	Travel and Expense Policy /that Council accept the recommendation of the By-law/Policy Committee and adopt the Travel and Expense Policy as amended.	02-24-2026	Municipal Clerk	Complete	Council
696	Strategic Communications Plan /that Council accept the recommendation of the By-law/Policy Committee and adopt the Strategic Communications Plan as amended.	02-24-2026	Municipal Clerk	Complete	Council
697	International Day for the Elimination of Racial Discrimination /that Council accept the recommendation of the Inclusive, Diverse, Equitable, Accessible Advisory Committee and proclaim March 21, 2026, as the International Day for the Elimination of Racial Discrimination.	02-24-2026	Municipal Clerk	Complete	Council
698	Recreation Instructor/Facilitator Liability Insurance Funding /hat Council accept the recommendation of the Director of Community Development and Recreation and authorize the allocation of additional funding, within the existing 2025-2026 departmental budget, to further offset the cost of instructor and facilitator liability insurance, provided that the total amount of requests does not exceed the funds budgeted for the 2025-2026 fiscal year AND FURTHER MOVE that Council approve \$10,000 for the 2026-2027 fiscal year to offset instructor/facilitator liability insurance cost at a rate of \$250 per instructor with the option to allocate further funding at the end of the fiscal should the budget allow.	02-24-2026	Director of Finance/Director of Community Development and Recreation	Complete	Council
699	Eastern Counties Regional Library's request for the allocation of funding for the St. Peter's Hub project to be included in the Municipality's 2026/2027 annual operating budget/ hat Council reallocate the \$20,000 in funding for the St. Peter's Hub project from the 2025-2026 budget to the 2026-2027 budget.	02-24-2026	Director of Finance	Complete	Council
700	Destination Cape Breton Association Briefing Note, Re: Announced closure of the Port Hastings Visitor Information Centre /that Council authorize the Warden to write a letter to the Provincial Government urging them to reverse their decision to close Visitor Information Centres at key ports of entry to the province, including the gateway to Cape Breton Island in Port Hastings, as well as Yarmouth, Amherst, and the Halifax Airport, citing information on economic multipliers, reputation and strategic risks as outlined in the briefing note from Destination Cape Breton Association, and FURTHER MOVE that Council collaborate with other municipalities in advocating for a reversal and exploration of potential alternative models for service delivery.	02-24-2026	Warden	Complete	Council
701	Low Income Property Tax Exemption Program /that Council set the household income threshold for the Low Income Property Tax Exemption Program at \$35,000 and maintain the exemption at up to \$200.	02-26-2026	Director of Finance	In Progress	Council
702	2025-2026 Grants Policy/ that the 2025-2026 Grants Policy be referred to the By-Law/Policy Committee for review.	02-26-2026	Municipal Clerk	Complete	Council
703	D'Escousse Civic Improvement Society grant request for the Tier 1 – Community Grant funding for \$500/ that Council accept the recommendation of the Committee of the Whole, and approve the D'Escousse Civic Improvement Society grant request for the Tier 1 – Community Grant funding for \$500, and be allocated as follows: \$250 from the District 1 Fund and \$250 from the District 2 Fund.	03-24-2026	Director of Finance	Complete	Grant

704	Grand River Volunteer Fire Department grant request for the Tier 2 – Community Grant funding for \$7,500/ that Council accept the recommendation of the Committee of the Whole and defer the Grand River Volunteer Fire Department grant application until after the approval of the 2026-2027 budget.	03-24-2026	Council	Complete	Grant
705	St. Peter’s Community Club, on behalf of the Nicolas Denys Museum, grant request for the Tier – 2 Community Grant funding for \$7,500/ that Council accept the recommendation of the Committee of the Whole and table the St. Peter’s Community Club, on behalf of the Nicolas Denys Museum, grant application to the next Regular Council meeting at the end of March, and be considered first. 2nd Motion: that Council defer the grant request from the St. Peter’s Community Club, on behalf of the Nicolas Denys Museum, until immediately following the approval of the 2026-2027 budget.	03-24-2026	Council	Complete	Grant
706	Request for the Municipality to raise the Epilepsy Awareness flag/ that Council accept the recommendation of the Committee of the Whole and raise an Epilepsy Awareness flag during Epilepsy Week.	03-24-2026	Director of Public Works	Complete	Council
707	Flag Policy/ that Council accept the recommendation of the Committee of the Whole and refer the Flag Policy to the By-law/Policy Committee for the purpose of amending the policy to include the Epilepsy Awareness flag for Epilepsy Week in the list of approved flags.	03-24-2026	Municipal Clerk	Complete	By-Law/Policy
708	Servicing for multiple dwelling units on a single lot/ that Council accept the recommendation of the Committee of the Whole and authorize staff to submit a request to the Nova Scotia Regulatory and Appeals Board (NSRAB) to amend the Richmond Water Utility’s Schedule of Rules and Regulations to allow an accessory dwelling unit (ADU) to be served from the same water service connection on any dwelling lot.	03-24-2026	Director of Public Works	In Progress	Council
709	Capital Cost of Sewer Construction By-law No. 29/ that Council accept the recommendation of the Committee of the Whole and refer the Capital Cost of Sewer Construction By-law No. 29 to the By-law/Policy Committee for discussion.	03-24-2026	Municipal Clerk	Complete	By-Law/Policy
710	New draft Dry Hydrant Policy/ that Council accept the recommendations of the Fire Protection Services Committee and refer the new draft Dry Hydrant Policy to the Bylaw/Policy Committee for review.	03-24-2026	Municipal Clerk	Complete	By-Law/Policy
711	Draft Request for Proposal (RFP) to retain a consultant to conduct an audit across all departments in Richmond County/ that Council accept the recommendation of the Fire Protection Services Committee and proceed with the RFP process to retain the professional services of a qualified consultant to conduct a comprehensive Fire Services Equipment Audit across all departments	03-24-2026	CAO/Warden/ESC	In Progress	FPSC
712	Write-off of taxes for property destroyed by fire/ that Council write off the taxes for property AAN00449997 owned by Carol-Anne and Kenneth Couch, which was completely destroyed by fire, in the amount of \$350.99, which represents taxes on the dwelling only from December 8, 2025, to March 31, 2026.	03-24-2026	Revenue Manager	Complete	Council
713	Rocky Bay Irish Club grant request for the Tier 2 – Community Grant funding for \$7,500/ that Council approve the Rocky Bay Irish Club grant request for the Tier 2-Community Grant funding in the amount of \$7,5000, to be allocated as follows: \$1,615 from the District 1 Fund, \$1,694 from the District 2 Fund, \$1,661.50 from the District 3 Fund, \$1,400 from the District 4 Fund, \$650 from the District 5 Fund, and \$479.50 from the Regional Fund.	03-24-2026	Director of Finance	Complete	Grant
714	Province’s new Regional Emergency Management Organization (REMO) standards/ that Council refer the development of the REMO by-law and the associated terms of reference to the By-law/Policy Committee.	03-24-2026	Municipal Clerk	Complete	By-Law/Policy

715	Cost Shared Paving Program /that Council proceed with the Cost-Shared Program for the paving of Forgeron Road.	04-07-2026	CAO	Complete	Council
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