



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

Employment Opportunity
Financial Reporting and
Accounts Receivable and Payable
Internal/External Job Posting – Bargaining
Unit Position (NSGEU Local 161)

The Municipality of the County of Richmond is currently accepting applications for the full-time permanent Financial Reporting and Accounts Receivable and Payable Position. Please note that this is a unionized position and bargaining unit employees (NSGEU Local 161) are given priority consideration. External applications will only be reviewed if there are no qualified internal candidates.

Responsibilities

Working under the direction of the Director of Finance, the Financial Reporting and Accounts Receivable and Payable Clerk is responsible for providing financial, administrative, and payroll services and support to ensure the effective and efficient operation of municipal financial functions.

Specific duties include:

- Processing and monitoring accounts receivable and accounts payable transactions.
- Preparing, processing, and monitoring payroll to ensure staff are paid accurately and on a timely basis.
- Assisting with financial reporting and ensuring municipal financial records are accurate and up to date.
- Preparing and processing Arena receivables and ensuring revenue is collected in a timely manner.
- Processing and monitoring payments and expenditures in accordance with municipal policies and procedures.
- Providing administrative and financial support to the Finance Department as required.
- Responsible for maintenance of the assessment roll.
- Any other duties which the Municipality may require from time to time.

Qualifications

- Post-secondary education in Accounting, Finance, or a related field, or an equivalent combination of education and experience.
- Previous experience in accounts receivable, accounts payable, payroll, and financial reporting.
- Strong organizational skills with attention to detail and accuracy.
- Proficiency with Diamond Municipal Solutions Software and Microsoft Office applications.
- Ability to work independently and collaboratively in a team environment.
- Experience in a municipal environment considered an asset.

Terms and Conditions of Employment

County Administration operates Monday to Friday from 8:30 a.m. to 4:00 p.m. The regular hours of work for this position are 35 hours per week. The Municipality has an approved salary scale for this position. Placement and incremental increases on the scale are based on qualifications, experience, and demonstrated ability to perform the responsibilities of the position.

For further details, the full job description can be found at: www.richmondcounty.ca

Earliest Start Date: February 2, 2026

Application Process

Interested candidates should forward their resume by **4:00 p.m., Thursday, January 22, 2026, to:**

The Municipality of the County of Richmond

Attn: Kathleen Jeffrey, Director of Finance 2357 Highway 206 Arichat, NS B0E 1A0

or via email to: kathleen.jeffrey@richmondcounty.ca

Employment Equity

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Municipality of the County of Richmond welcomes applications from Indigenous People, African Nova Scotians, and other Racially Visible Persons, Persons with Disabilities, and Women in occupations or positions where they are under-represented. Applicants are encouraged to self-identify.

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.

**LARGE
OFFICE
SPACE
FOR RENT**

**Port Hawkesbury
Industrial Park**

2 MacLean Court, Port Hawkesbury

**Contact: Nicole Fawcett
902-625-3300**

nicolefawcett@porthawkesburyreporter.com



Causeway Electrical Supplies Ltd requires an

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STORE MANAGER**

send resumes to:
accountscauseway@eastlink.ca

Causeway Electrical Supplies
25 MacIntosh Avenue
Port Hawkesbury, NS

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Strait Regional Centre for Education

Registration Information: Pre-Primary Program and Grade Primary (English and/or French Immersion) for the 2026-2027 School Year

Parents and guardians wishing to register for the Pre-primary Program and/or Grade Primary (English and/or French Immersion) for September 2026 may do so **during the week of January 19 to 23, 2026**. If you are considering registering your child(ren), it is important you do so at this time.

How to Register: Complete the School Registration Form which may be accessed in the Resources section of the SRCE website and provide the form directly to the school via mail or email along with a copy of the child's birth certificate and provincial health card.

Pre-primary Program

- Children who are four (4) years of age on or before December 31, 2026, are eligible to attend.
- This is a voluntary program and children may only attend for one year.
- There is no fee for the Program.
- Please contact the SRCE Transportation Department staff by email at transportation@srce.ca or by phone at 902-747-3645 to determine your eligibility to receive bus service.
- When there are available pre-primary spaces, families who live outside a school's catchment area may apply to have their child attend a Program out of catchment by submitting an *Application for Transfer of Students within the Region Request Form* located in the Resources section of the SRCE website. Families must first register at their local school prior to submitting a transfer request. These spaces are limited and will only be considered when space is available and no additional staffing is required to accommodate the request.
 - In the event a child has been approved to attend a Program outside their family's catchment area, bus routes will not be altered.

Grade Primary (English and/or French Immersion)

- Children who are five (5) years of age on or before December 31, 2026, are eligible to attend Grade Primary. Parents/ guardians may take advantage of this opportunity for children to attend school or opt to wait an additional year before having their child start school. Parents/guardians are the best judges of whether their children are ready to start school.
- **Please Note:** Parents of pre-primary children currently attending a SRCE Program are **not required to register their child for Grade Primary if attending the same school. Parents of pre-primary children are required to contact the school if they wish to enrol their child in the French Immersion Program.**
- Please contact the SRCE Transportation Department staff by email at transportation@srce.ca or by phone at 902-747-3645 to determine your eligibility to receive bus service.
- **French Immersion Program**
 - The French Immersion Program is available to all students in the Strait Region and is offered at the French Immersion school closest to your home. Schools that offer French Immersion starting in Grade Primary include Antigonish Education Centre, Cape Breton Highlands Education Centre/Academy, East Richmond Education Centre, Felix Marchand Education Centre and Tamarac Education Centre. Please contact the Principal at these schools for more information on the French Immersion Program.
- When there are available primary spaces, families who live outside a school's catchment area may apply to have their child attend a school out of catchment by submitting an *Application for Transfer of Students within the Region Request Form* located in the Resources section of the SRCE website. Families must first register at their local school prior to submitting a transfer request. The request will be considered in accordance with the Provincial Class Cap Guidelines and/or if no additional transportation and staffing costs will be incurred to accommodate the request.
- For more information, please refer to the SRCE's brochures, *Starting Grade Primary: A Guide for Parents/Guardians* and *French Second Language Programs*, available in the Resources section of the SRCE website (www.srce.ca) or by contacting Regional Office.

For more information, please contact the school in your area. You may access the School Directory on the SRCE website at <https://www.srce.ca/>.

srce@srce.ca



Strait
Regional Centre for Education

www.srce.ca
Tel: 902-625-2191 /
1-800-650-4448

the
Reporter
THE STRAIT AREA NEWS

When you
need answers,
WE'RE HERE!

**OUR NEWSPAPER
KEEPS YOU
INFORMED!**

**MUNICIPALITY OF THE COUNTY OF
ANTIGONISH**

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE THAT the Council of the Municipality of the County of Antigonish intends to consider and, if deemed advisable:

- a) Amend the Local Improvements By-law, Subdivision By-law, and Land Use By-laws for the County of Antigonish, and amend the Municipal Planning Strategies and Land Use By-laws for the West River Antigonish Harbour, Central Antigonish, Eastern Antigonish County, and Keppoch Beaver Mountain planning areas.

The proposed amendments would update planning policies and land use regulations to permit accessory dwelling units, including secondary suites and garden suites, in additional zones and planning areas, and to revise related development standards. The amendments also include changes to the Local Improvements By-law and Subdivision By-law related to municipal infrastructure and subdivision requirements.

Copies of the Staff Reports, providing more detailed information on the proposed amendments, can be inspected at the office of the Antigonish Council Chambers, at 285 Beech Hill Road, between the hours of 8:30 am and 4:30 pm weekdays (excluding statutory holidays), on the Eastern District Planning Commission website www.edpc.ca, or by contacting Toll Free 1-888-625-5361.

Any written or oral presentations (in favour or opposition) to the proposed recommendations can be made before Municipal Council at a Public Hearing to be held on:

Tuesday January 27, 2026, at 7:30pm
Council Chambers
285 Beech Hill Road, Antigonish County

Posted January 12, 2026 on the County of Antigonish Website and distributed by The Reporter and The Guysborough Journal on January 14, 2026 in accordance with the requirements of the *Municipal Government Act*.

Novena

A Prayer to the Blessed Virgin Mary
(Never known to fail)
O most beautiful flower of Mount Carmel, fruitful vine, splendor of Heaven, Blessed Mother of the Son of God, Immaculate Virgin, assist me in this my necessity. O Star of the Sea, help me and show me here you are my Mother. O Holy Mary, Mother of God, Queen of Heaven and Earth, I humbly beseech you from the bottom of my heart to succor me in this necessity. There are none that can withstand your power. Oh show me herein you are my Mother. O Mary, conceived without sin, pray for us who have recourse to thee (3 times). Holy Mother I place this cause in your hands (3 times). Holy spirit, you who solve all problems, light all roads, so that I can attain my goal. You who gave me the divine gift to forgive and forget all evil against me and that in all instances in my life you are with me. I want in this short prayer to thank you for all things as I confirm once again that I never want to be separated from you, from your mercy towards me and mine. Amen. The prayer must be said 3 days, after the request granted and the prayer must be published. G.G

**IN LOVING
MEMORY OF
MY MOM
CORA
SHIRLEY
ENGLAND**

January 12, 2007

And Sister

**GENEVIEVE
DOROTHY
GRANT**

January 10, 2012

*You are near
even if I don't see you.
You are with me, even if you
are far away.
You are in my heart, in my
thoughts, in my life always.*

*Always loved and
remembered by Mary
and Family.*

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LOCAL REPRESENTATIVES

Charles MacKinnon **345-2480**
Stephen Samson, St. Peter's **535-2809**



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

**NOTICE OF PUBLIC HEARING
Proposed Sale of Municipal Property**

PLEASE TAKE NOTICE that the Council of the Municipality of the County of Richmond will hold a Public Hearing to consider the proposed sale of municipal property.

The property is located at Lot 1A and 1B of Basin Rd Subdivision, Evanston, NS, AAN#09633618, PID# 75190801, and AAN#09633766, PID# 75190819, and has an appraisal value of \$60,000.00. Council proposes to sell the property at less than market value, for \$33,000.00, for the purpose of the development of twelve (12) affordable housing units as per the submitted tender proposal by Brela Construction.

Under Section 51 of the Municipal Government Act, a public hearing is required when municipal land is sold for less than market value. This provision allows Council to approve such sales to support developments that benefit the community.

Members of the public may attend and speak at the hearing or hand in written submissions, in favour of or in opposition to the proposed sale, at the Public Hearing. Written submissions may also be emailed to the Municipal Clerk at clerk@richmondcounty.ca by 4:00 p.m. on the date of the hearing.

27 January 2026, at 6:00 p.m.
Council Chambers
2357 Highway 206, Arichat, Richmond County

Straight Area Church Services

ARICHAT BIBLE CHURCH
– Baptist
Sundays – Adult Bible Study
and Sunday School – 9:30 a.m.
Worship Service – 10:30 a.m.

ROMAN CATHOLIC
St. Joseph's – Port Hawkesbury
Services held Saturdays at 4pm
Sundays at 10am St. Lawrence
Parish – Mulgrave Sat. – 6 p.m.
Stella Maris Pastoral Unit, Isle
Madame, St. Joseph Parish, Petit
de Grat - Saturdays at 4:00pm
[alternating language French one
week; English the next] Our Lady
of Assumption, Arichat - Sundays
at 10:00am [alternating language
English one week; bilingual (E/F)
the next]

UNITED BAPTIST
Port Hawkesbury – A.U.B.C.
Service– 10:30 a.m.
www.phubc.com
Phone: 902-625-0830

GOSPEL FELLOWSHIP
(Non-Denominational)
10:30 a.m. Pastor Wanda
Grant Evergreen Seniors Club
Embree St., Port Hawkesbury
Phone: 902-625-0357

**EASTERN GUYSBOROUGH
UNITED CHURCH**
Rev. Heather Manuel
Phone: 902-533-3711

**UNITED CHURCH
OF CANADA**
St. Peter's Grand River,
Loch Lomond
Pastoral Charge
St. Peter's United Church
Sunday Service 11 a.m.
Pastor Keith Wiseman DLM
Phone: 902-535-2150

**UNITED CHURCH
OF CANADA**
West Bay, Black River,
Princeville
ALL SERVICES 10 a.m.
902-345-2619
Rev. Carol Joy Shatford

**LITTLE NARROWS
PRESBYTERIAN CHURCH**
Sunday at 9:30
Margie MacIntyre officiating

UNITED CHURCH OF CANADA
St. Mark's United Church,
504 Bernard St.,
Port Hawkesbury
Sunday 9:30 a.m.
Church Office 902-625-2229
Rev. Barb Blois-MacNaughton
MDiv, OM
E-mail: stmarksuc@gmail.com

**UNITED CHURCH
OF CANADA**
St. David's United Church
7 Old Victoria Road
Port Hastings, NS
Sunday Service 11 a.m.
902-625-2178
With Sandi Irving

**ANGELICAN COMMUNITY
IN STRAIT-CHEDABUCTO**
St. James – Melford Saturday –
7 p.m. St. Andrews, Mulgrave
Sunday – 9:15 a.m.
Holy Trinity, Port Hawkesbury
Sunday – 11:00 a.m. Rectory:
902-747-2255

**RIVER & LAKESIDE
PASTORAL CHARGE**
Forbes United Church,
River Denys.

**SOVEREIGN GRACE
FELLOWSHIP CHURCH**
Blues Mills Fire Hall TCH 105 –
11:00 a.m. 902-756-2203
Rev. Wayne MacLeod

**MULGRAVE PASTORAL
CHARGE (United Church)**
St. Matthew's, Afton: 9:00 a.m.
Trinity, Mulgrave: 10:45 a.m.
Hadleyville: 12:30 p.m.

**Dennis Haverstock
Funeral Home Ltd.**
CANSO 902-366-2308
GUYSBOROUGH
HEAD OFFICE 724 Granville
Street, Port Hawkesbury, NS
B9A 2N8 902-625-1911
WHYCOCOMAGH 902-756-2446
ST. PETER'S 902-535-3067

**ST. ANDREW'S
PRESBYTERIAN CHURCH**
Sunday at 11:00
Margie MacIntyre officiating

Dennis Haverstock Funeral Homes Ltd.

*Information on
Pre-Arranged Funerals Available*

John Langley Funeral Director
Craig MacLean Funeral Director
Martin Flood Funeral Director
Steve MacIntosh Funeral Director

HEAD OFFICE
724 Granville Street, Port Hawkesbury NS
902-625-1911

CANSO 902-366-2308	GUYSBOROUGH 902-533-3706
WHYCOCOMAGH 902-756-2446	ST. PETER'S 902-535-3067