



## **By-Law/Policy Committee Report**

May 2026

The Committee met on May 12<sup>th</sup>, 2026.

### **The Committee discussed the Flag Policy.**

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

### **The Committee discussed the Credit Card Policy.**

I move that Council accept the recommendation of the By-law/Policy Committee and to adopt the Credit Card Policy as presented, with the following changes:

- In section 4.1(c), remove the words “inclusive of tax”.
- In section 4.1(c), add the words “and cash value” after the word “balance” and add “on the first Regular Council meeting in April” after the word “annually”.
- In section 4.4(a)(iii), replace the words “lost or stolen” with “lost, stolen, or compromised”.
- In section 4.5(c), replace the word “checked” with “signed in”.

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



**Title: Flag Policy**

**Approved by Council**

**Date:**

**Policy Review Notification**

**Date:** April 28, 2026

**Policy Review**

**Date:** May 12, 2026

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

\_\_\_\_\_  
Shelley David

**1. Purpose**

The purpose of this Policy is to establish a framework to govern requests for flag raisings received from the community and to establish a consistent protocol for the flying of flags at the Municipality of the County of Richmond Administrative Building.

**2. Scope**

All municipal property that fly flags, any flag request received by the Municipality, and all employees that fall within the scope of this policy.

**3. Roles & Responsibilities**

3.1. Municipal Council will be responsible to:

- a) review every year, amend, and adopt the flag policy as necessary, and
- b) support the Chief Administrative Officer (CAO) and staff in policy implementation.

3.2. The CAO will be responsible to:

- a) Implement the flag policy, and
- b) provide oversight to ensure policy implementation.

3.3. Municipal staff, that fall within the scope of this policy, will be responsible to:

- a) Adhere to the policy statements within this document.

## 4. Definitions

- 4.1. “**Community flag**” means any flag provided by a community group or organization to be flown on a municipally owned flagpole.
- 4.2. “**Council**” means the Richmond Municipal Council.
- 4.3. “**Half-staff**” means the position of the flag when flying at half-staff, the position will depend on its size, the length of the staff, and its location; but, as a general rule, the center of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-staff position, a flag should be first raised to the masthead.
- 4.4. “**Municipal branded flag**” means the flag displaying the municipal brand.
- 4.5. “**MOCR**” means the Municipality of the County of Richmond

## Policy

### 5. Policy Statement

- 5.1. MOCR will use flags as a means to promote awareness of cultural diversity, build stronger relationships and trust with communities in the municipality, and support a sense of pride for residents.
- 5.2. MOCR will fly five (5) flags permanently, each on their own flagpole, at the Municipal Administration Building. A sixth flagpole will be reserved for non-governmental flags or community-requested flags. The sixth pole will remain empty except when in use under this policy.

### 6. Permanent Flags

- 6.1. Canadian flag
- 6.2. Nova Scotia flag
- 6.3. Municipality of the County of Richmond flag
- 6.4. Acadian flag
- 6.5. Mi'kmaq flag

### 7. Community Flags

- 7.1. At appropriate times the following flags shall be flown on the sixth flagpole:
  - a) An appropriate Irish flag in the week leading up to March 17<sup>th</sup>
  - b) An appropriate flag during Autism Awareness Month

- c) An appropriate flag during Gaelic Awareness Month
  - d) An appropriate flag during Access Awareness Week
  - e) An appropriate flag during Victoria Order of Nurses (VON) Week
  - f) An appropriate Pride flag during the month of June
  - g) An appropriate flag in the week leading up to National Day for Truth and Reconciliation on September 30<sup>th</sup>
  - h) An appropriate flag during Veterans Week
  - i) An appropriate flag for the week of Epilepsy Awareness Day (Purple Day)
- 7.2. Other community groups may submit a written request to fly a specified flag on the sixth flagpole subject to the Council's approval. It is the responsibility of the community group to provide the appropriate flag that is to be flown.
- 7.3. Written requests should be made to the Municipality and include the following information:
- a) Community Group name;
  - b) Primary contact name, email, and phone number;
  - c) Dates of flag flying requested;
  - d) Name and image of the flag;
  - e) Purpose of the flag raising; and
  - f) Any additional relevant information (website, event invitation, etc)
- 7.4. The Municipality will consider flying community flags that:
- a) Support events or organizations that play a significant role in the MOCR.
  - b) Promote the cultural diversity of the Municipality, and
  - c) Build community connections between the Municipality and community groups and organizations.
  - d) Align with and bring awareness to the Municipality's strategic plan.
- 7.5. The Municipality will not fly the flag of religious, political, or commercial groups.
- 7.6. Requests to fly a community flag will be determined on a first come first served basis.

7.7. The Municipality reserves the right to accept, decide the duration of, reject, or amend any requests to fly a community flag on Municipal property.

## **8. Flag Etiquette**

8.1. Flags shall be flown in a manner consistent with flag etiquette of the federal Department of Canadian Heritage.

## **9. Flags at Half-Staff**

9.1. Flags will be flown at half-staff to mark the passing of any of the prominent public figures listed below, for a period beginning when the Municipality becomes aware of the individual's death until and including the date of the funeral or memorial service or until reasonably determined by the CAO.

### **a) Prominent Public Figures**

- i. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
- ii. The Governor General or current and former Prime Ministers of Canada
- iii. The Lieutenant Governor and current or former Premiers of Nova Scotia
- iv. Current or former Members of Municipal Council
- v. Current or former Members of Parliament who represent or represented the Municipality of the County of Richmond
- vi. Current or former Members of Legislative Assembly who represent or represented the Municipality of the County of Richmond

### **b) Protective Services in Richmond County (while on active duty)**

- i. Police
- ii. Fire Services
- iii. Emergency Health Services
- iv. Provincial Conservation Officers
- v. Federal Fisheries Officers

### **c) Canadian Military personnel from Richmond County (while on active duty)**

### **d) Other Circumstances**



- i. To mourn lives lost in tragic national and international events. The Municipality of Richmond will generally mirror the practice of the Province of Nova Scotia.
- ii. Other individuals and events may be recognized at the direction of the Municipal Council and/or the Chief Administrative Officer of the Municipality of the County of Richmond.

## 10. Community Requests for Half-Staffing

10.1. Any citizen who becomes aware of an individual deserving of recognition under this policy may contact the Municipality of the County of Richmond to provide the name of the individual. The individual's qualifications for recognition under this policy and the date of the funeral or memorial service will be relayed to the CAO in a timely manner.

10.2. The Chief Administrative Officer will arrange to have the flag properly lowered and flown at half-staff in accordance with this policy.

10.3. The Chief Administrative Officer will arrange to distribute information to Council and staff by e-mail to explain why the flag is at half-staff.

## 11. Review

A review of this policy and the "Flags to be Flown" will be reviewed by Council on a yearly basis (January) to determine if additional flags are required to be added to the list.

## Policy Review/Amendment

Date of Review	Approved/Amended by Council
	November 22, 2021
April 25, 2022 – Amended to add a "Review" section at the end of the policy	April 25, 2022
June 18, 2024 – Amended to add a sixth flagpole for community flags and to add sections 2, 3, 4,5, and 7.	June 24, 2024
May 12, 2026 – Section 7.1(i) Epilepsy Awareness Day(Purple Day)	



**Title: Credit Card Policy**

**Approved by Council**

**Date:**

**Policy Review Notification**

**Date:** May 6, 2026

**Policy Review**

**Date:** May 12, 2026

I certify this to be a true copy of the **Credit Card Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_\_

\_\_\_\_\_  
Shelley David, Municipal Clerk

**1. Purpose**

- 1.1. This Policy outlines the procedure for using the Municipality of the County of Richmond (MOCR) corporate credit card for purchases, within the Council-established credit limit, in situations where vendor invoicing is unavailable.
- 1.2. Use of the credit card is intended to support operational efficiency and does not replace standard purchasing, tendering, or approval processes where those processes are required.

**2. Scope**

- 2.1. This policy applies to all MOCR employees who are authorized to use the corporate credit card under the approved sign-out procedure.

**3. Roles and Responsibilities**

- 3.1. Municipal Council will be responsible for reviewing, amending, and adopting the Credit Card Policy.
- 3.2. The CAO will be responsible for implementing and administering this Policy.
- 3.3. The Finance Department is responsible for providing guidance on the application of this Policy, monitoring corporate credit card transactions for compliance, reconciling statements, processing payments, and reporting any irregularities or misuse to the CAO.



#### 4. Corporate Credit Card, Credit Limit, and Transaction Control

##### 4.1. Card Assignment and Credit Limit

- a) MOCR will only have one credit card assigned to the Chief Administrative Officer (CAO).
- b) The CAO is authorized to distribute the credit card to Department Heads through the credit card sign-out procedure.
- c) The credit card limit is \$20,000, ~~inclusive of tax~~. Council approval is needed for a Credit Card limit increase.

##### 4.2. Credit Card Reward Points

- a) Staff will advise Council of the reward point balance and **cash value annually on the first Regular Council meeting in April.**
- b) Council will direct Staff as to how they wish to proceed with the redemption for gift cards or cash back.

##### 4.3. Purchasing Requirements

- a) Vendor invoicing must be used when available.
- b) Purchases must follow the MOCR Purchasing and Tendering Policy. This includes purchase order approval by the CAO for any purchase of 1,500 dollars or more.
- c) Larger purchases must not be broken down into smaller purchases in order to meet the transaction limit.

##### 4.4. Cardholder Oversight and Controls

- a) The cardholder (or designated user) must:
  - i. Account for all credit card transactions on the MOCR sign-out sheet and must obtain, verify, and keep all receipts, charge slips, and the transaction log for tax and audit purposes.
  - ii. **Notify the Bank immediately if the corporate credit card is lost, stolen, or compromised.**
  - iii. Contact the Bank to dispute any charges using the customer service contact information provided with the corporate credit card.



4.5. Credit Card Security and Protection

- a) The credit card must be stored in a designated secure, locked location when not signed out.
- b) When signed out, the credit card must never be left unattended, including in vehicles, unlocked desks, or unsecure areas.
- c) The credit card must be **signed in** upon return following a purchase.

**5. Prohibited Use**

5.1. The corporate credit card shall **not** be used for:

- a) Personal purchases
- b) Travel advances
- c) Cash advances
- d) Reimbursement for interest incurred on the corporate credit card.

**6. Compliance**

6.1. Failure to adhere to the Policy requirements may result in loss of corporate card privileges.

**7. Public Reporting**

7.1. Credit card statements and supporting receipts shall be posted monthly on the Richmond County website.

**8. Related Documents**

- 8.1. Purchasing and Tendering Policy
- 8.2. Travel and Expense Policy

**9. Policy Review/Amendments**

Date of Review	Approved/Amended by Council
May 12, 2026	