



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

BY-LAW / POLICY COMMITTEE MEETING

Tuesday, February 11, 2025

6:00 p.m.

Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
 - a) February 3, 2025
4. Policy Repeal, Re:
 - a) 2019 Code of Conduct Policy
5. By-Law / Policy, Re:
 - a) Grants Policy
 - b) Travel and Expense Policy
6. Recommendations to Council (if required)
7. Adjournment

By-Law/Policy Committee Meeting

February 3, 2025 – 6:00 p.m.

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson, Stacey Morrison, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Kathleen Jeffrey, Interim Director of Finance, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

Regrets: Chris Boudreau, Director of Public Works

Call to Order

Warden Lois Landry called the meeting to order at 6:05 p.m.

Approval of Agenda

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

Motion carried.

Review of Minutes re: January 14, 2025

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that the minutes of the January 14, 2025, meeting be approved.

Motion carried.

By-Law/Policy Compliance, Re:

a) Grants Policy

It was the consensus of the Committee to have staff prepare an amended draft of the Grants Policy incorporating the changes as discussed.

a) Dog By-law

It was the consensus of the Committee to have staff forward the amended Dog By-Law to the Solicitor for review.



Discussion Re:

a) Receipt of Donations Policy

It was the consensus of the Committee to have staff investigate the creation of a Receipt of Donation policy.

Recommendation(s) to Council

There were no recommendations to Council.

Adjournment

There being no further business, the chair adjourned at 9:05 p.m.

Municipal Clerk

Chairperson

Title: **2025-2026 Grants Policy**

Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:
I certify this to be a true copy of the 2025-2026 Grants Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held	

Shelley David Municipal Clerk	

1. Purpose

The purpose of this policy is to provide Council, municipal staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded.

2. Policy Statement

The Municipality of the County of Richmond (MOCR) recognizes the importance of volunteer organizations and the value of engaged citizens. Community partnerships and collaboration between local government, organizations and residents are major factors in community sustainability and growth. A progressive, welcoming and prosperous lifestyle can and will impact future population and economic growth initiatives. MOCR wishes to support community growth efforts which align with municipal priorities and current strategies.

3. Short Title

This Policy is entitled **"2025-2026 Grants Policy"**.

4. Scope

4.1 This policy applies to all grant programs as identified in Schedule A of this Policy.

4.2 This policy does not govern the following, which are separately administered:

- a) Canada Day Funding
- b) List others here – if applicable

5. Roles and Responsibilities

5.1 Municipal Council (Council) will be responsible to:

- a) identify an amount to be allocated in support of this policy annually, and
- b) encourage community organizations and residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.

5.2 The Chief Administrative Officer (CAO) will be responsible to:

- a) implement the 2025-2026 Grants Policy;
- b) designate Municipal staff to be responsible for the administration of the grant programs, and
- c) work with Council and department heads in the annual review of this policy.

5.3 Designated Municipal Staff will be responsible to:

- a) encourage community organizations and residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable;
- b) review and prepare each application to be presented to Council for consideration, and
- c) Prepare a report at the end of each quarter, to Council, providing an overview of the allocation of funds in each grant program and the respective applicants.

6. Budget and Allocation of Funds

- 6.1 Council will identify an amount to be allocated annually in support of this policy.
- 6.2 Council may create District Fund and **Regional Fund** allocations through the annual budgeting process that can be applied to any ~~grant type~~ Community Grant Funding Tier. Regardless of the original type of application, Council will make a final decision on the ~~grant type~~ for the District fund or **Regional fund** allocation at the time of the application review and approval.
- 6.3 There will be no carry forward beyond the end of the current fiscal year of grant fund balances approved by Council at budget time that were not applied for/ approved for disbursement to any group.
- 6.4 All approved grants not paid out within the fiscal year in which they were approved will be eligible for an extension with written notification to the Director of Finance for one additional fiscal year only. (prior to March 31) Extensions for additional time will need to be made in writing and approved by Council. Any approved grants not expended that do not have written notification provided will be cancelled.

7. Policy Overview

- 7.1 It is Council's intent to support community initiatives which are consistent with Municipal goals and strategic priorities, through the administration of two main financial assistance program categories: (See Schedule A for Limits/Details)
 - a) **Community Grant Funding - Tier 1**
 - b) **Community Grant Funding - Tier 2**
- 7.2 It is the intent of this Policy to offer grant programs that provide funding on the basis of financial need.
- 7.3 All funding assistance provided through any of the two funding programs must be in compliance with the provisions of the Municipal Government Act (MGA).
- 7.4 This Policy enables the provision of funding programs which directly impact municipal goals through community engagement, and will:
 - a) ensure that reporting processes are in place to enable the Municipality to measure progress toward achieving its goals;



- b) ensure grants are awarded in a uniform, fair, and equitable manner with clear processes and procedures;
- c) identify roles and relationships of applicants; and
- d) conform to the terms, conditions, and guidelines for all grants and assistance programs including:
 - i. eligibility;
 - ii. rationale, community benefits;
 - iii. application deadlines, processes, and requirements;
 - iv. contribution limits and requirements; and
 - v. accountability and reporting requirements.

7.5 Eligible organizations are encouraged to plan projects and activities well in advance, giving the Municipality ample time to properly budget and approve applications prior to project commencement.

7.6 Only one application per eligible organization may be submitted for each funding category in each fiscal year.

8. Eligibility Criteria

8.1 Organizations eligible to apply to the program must be registered and be in good standing with the Nova Scotia Registry of Joint Stocks, a charitable organization registered pursuant to the Income Tax Act (Canada) and registered with the Canada Revenue Agency, or other proof of organization corporation.

8.2 Organizations applying for an infrastructure grant under either of the Tier programs will be considered only if the asset being upgraded or improved is owned by the applicant or has legal authorization for its use.

8.3 Unregistered groups may apply in partnership with a registered non-profit or charitable organization. Any award will be issued to the registered co-applicant.

8.4 The project cannot start and expenses cannot be incurred prior to approval of funding.

8.5 Organizations outside the County of Richmond shall not be eligible for funding unless, under special circumstances, the organization demonstrates there is a benefit to the County.

9. Grant Review Process

9.1 Application Submission

- a) All grant applications must be submitted to Municipal Staff using the approved application forms provided by MOCR. (Appendix A & B)
- b) Application requirements specific to each grant program category can be found in the appendices of this policy.
- c) It is the applicant's responsibility to ensure that applications are complete. Incomplete applications will not be considered for funding, and further information may be requested if necessary.

9.2 Application Evaluation and Decision

- a) Grant applications are reviewed by the Committee of the Whole.
- b) The final decision rests with Council.
- c) Each applicant shall be notified in writing of the decision.

10. Award of Funds

10.1 Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant and will include reporting and accountability requirements.

- a) Funding for grants may be disbursed in two stages on a case-by-case basis upon approval of Council. Initial funding of 50% followed by the remaining 50%. Proof of payments applies at both funding stages.

10.2 Funding may be revoked for:

- a) failure to comply with the terms and conditions stipulated in the letter of award, or
- b) misappropriation of funds, failure to report, or misrepresentation by the receiving organization.

10.3 Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a partner (where applicable).

11. Program Evaluation

11.1 A report shall be prepared by staff to Council at the end of each quarter, providing an overview of the allocation of funds in each grant program and the respective applicants.

12. Schedule

- Schedule A: Grant Categories & Limits

13. Appendices

- Appendix A: Community Grant – Tier One (1) Application Form
- Appendix B: Community Grant – Tier Two (2) Application Form

14. Related Documentation

- Municipal Government Act
- Grant Disclosure Policy
- Strategic Communications Plan
- MOCR Strategic Plan Refresh
- MOCR Accessibility Plan

Policy Review/Amendment Schedule

Date of Review	Formally advertised and amended by Council
December 4, 2023, January 15, 2024, February 12, 2024	Review
February 26, 2024	Approved as amended.
February 3, 2025	

2025-2026 Grant Policy - Schedule 1 - Grant Categories & Limits

Community Grants – Tier One (1)

The Community Grants Tier One (1) funding may be used in support of

[Redacted text]

- Maximum of \$1,000 per application.
- One application per year, per eligible organization.
- For infrastructure upgrades the applicant must have legal authorization to do the work.
- Community Grant- Tier One (1) Application Form [\(add link\)](#)

Community Grants – Tier Two (2)

The Community Grants Tier Two (2) funding may be used in support of

[Redacted text]

- Maximum of \$7,500 per application.
- One application per year, per eligible organization.
- For infrastructure upgrades the applicant must have legal authorization to do the work.
- Community Grant – Tier Two (2) Application Form [\(add link\)](#)



Title **Travel and Expense Policy**

Approved by Council

Date: October 23, 2023

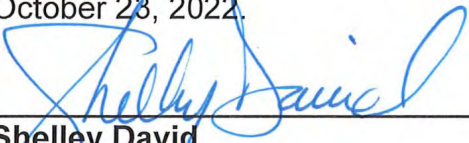
Policy Review Notification

Date: September 11, 2023

Policy Review

Date: October 10, 2023

I certify this to be a true copy of the **Municipal Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held October 23, 2022.



Shelley David
MUNICIPAL CLERK

1. Policy Statement

The Municipality of Richmond County wishes to establish and maintain an orderly system for the administration and control of Council and Employee Travel and Expense.

2. Objective

To ensure uniform standards and procedures respecting Council and Employee Travel and Expense Claims, in our combined efforts and desire to entrench accountability in our process.

3. Responsibility

a) **Municipal Council's Responsibilities**

Municipal Council will:

- i. approve any and all changes to this policy and its schedules

b) **Chief Administrative Officer's Responsibilities**

The Chief Administrative Officer (CAO) will:

- i. administer the policy and procedures as outlined; and
- ii. recommend to Council, for consideration, any changes in the amount provided or manner in which it is disbursed.

4. Procedures

a) General

- i. Expenses will be provided to Council members, employees, *bonafide members and members at large* who attend approved meetings, seminars, conferences, training sessions, etc., as representatives of the Municipality.
- ii. When two or more Council members make requests for the same purpose, the CAO in discussion with the Warden shall then determine the appropriate number of persons necessary to represent the Municipality. Should a Council member have a disagreement regarding his or her request for travel, the request will be reviewed with the Warden.
- iii. All requests for travel by the CAO shall be reviewed by the Warden, who shall follow the same guidelines established for Council Members, as contained in section (ii) above.
- iv. All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager, who shall follow the same guidelines established for Council members, as contained in section (ii) above.
- v. The Municipality of Richmond County is not responsible for the cost of travel, lodging, meals, registration, etc., of spouses when they are accompanying the elected or appointed officials to meetings, seminars, conferences, training sessions, etc. unless specifically authorized by Council.
- vi. Travel must have a justifiable Municipality of Richmond County purpose and be within the parameters of the current budget in order to be approved and reimbursed. The person authorizing the travel will determine if the intended purpose is a valuable investment for the Municipality of Richmond County. All travel will be discussed with the signing authority in advance of travel to guarantee reimbursement. Municipal Council approval is required for travel that exceeds the parameters of the current budget.

- vii. It is expected that when attending a conference, in order to be eligible for reimbursement of expenses, 80% of the conference sessions be attended. If this is not possible, it should be discussed with the signing authority in advance of attendance.
- viii. Appropriate “In County” and/or “Out of County” Travel and Expense claims are to be completed and signed by the Claimant.
- ix. Where there is disagreement as to the acceptability of specified expenses between the claimant and authorizing personnel the matter shall be referred to the CAO, Warden or the Director of Finance for resolution.
- x. This Policy will consider Port Hawkesbury as “In County” Travel.

b) Out of County

The General Policy and Procedures listed above will apply to Out of County travel. In addition:

- i. When attending an “Out of County” conference or meeting where there is agenda material, the agenda must be attached to the claim form. When there is travel for the purpose of meetings or appointments where there is no agenda material, the following details must be included on the claim form or in the Written Travel Report:
 - a. Purpose of Meeting
 - b. Date of meeting
 - c. Place of meeting
 - d. Start and end time of meeting
 - e. Person(s) present at the meeting
 - f. Brief statement of discussions held
- ii. All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall consider and both agree on the necessity for travel on the basis of information provided on the claim form under the title “Purpose of Travel”. The Council shall, where possible, be advised of who is travelling.

c) In County

The General Policy and Procedures listed above will apply to In County travel. In addition:

All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager.

- i. With the exception of meetings of all elected Council members, when attending an “In County” conference or meeting where there is agenda material, the agenda must be attached to the claim form. Meetings of all elected Council members are public meetings and agendas are available online.
- ii. When there is travel for the purpose of meetings or appointments where there is no agenda material, the following details must be included on the claim form or in the Written Travel Report:
 - a. Purpose of Meeting
 - b. Date of meeting
 - c. Place of meeting
 - d. Start and end time of meeting
 - e. Person(s) present at the meeting
 - f. Brief statement of discussions held
- iii. When travel is for the purpose of work related to your assigned position with the Municipality, your expense report, Schedule ‘B’, along with any receipts will be taken as pre-approval.

d) Rates

- i. Claimable travel shall be paid in accordance with rates established by the Council. (Schedule ‘A’ attached)
- ii. A current schedule of rates should be appended to the Policy at all times.

e) Disbursements

- i. Payment shall be made upon presentation of a completed travel and expense forms (Schedule ‘B’ and ‘C’ attached).

- ii. The Warden must approve the CAO's completed travel claim form. The CAO must approve the Warden and Council's completed travel claim form.
- iii. All other staff completed claim forms must be approved by the appropriate Supervisor, Director or Manager.
- iv. To be eligible for payment, travel expense forms must be presented for approval no later than 60 days after return.
- v. Any adjustments noted after claim form has been approved and paid will be indicated on the travel claim form and initialed by the claimant. Any payment for adjustments of an over/underpayment will be reconciled on a subsequent travel claim. Adjustments may be made before the claim is paid.

f) Report

- i. On a quarterly basis, Staff shall publish, on the Richmond County website, all travel expenses submitted by Municipal Council and all employees. The posting will include a summary of travel and all supporting documentation.
- ii. All Out of County trips shall be reported by the claimant in the manner provided in (4b).

5. List of Schedules attached to this Policy

- Schedule 'A' Approved Travel Rates
Schedule 'B' In County Travel and Expense Claim Form
Schedule 'C' Out of County Travel and Expense Claim Form

This Policy replaces the following:

- Municipality of the County of Richmond Travel Expense Policy, Adopted November 25, 2019;
- Municipality of the County of Richmond Travel Expense Policy, Adopted September 25, 2017
- Expense Claims Publication Policy, Adopted December 22, 2016, repealed April 24, 2017;
- Municipality of the County of Richmond Travel Expense Policy, Adopted September 10, 2012, repealed April 24, 2017;

- Municipality of the County of Richmond Employee Policy Manual, Section 8.0, removed.

Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council
September 26, 2022 October 25, 2022	October 25, 2022 November 28, 2022
September 11, 2023 October 10, 2023	October 23, 2023 <ul style="list-style-type: none"> • Moved 4. Procedure a) General ii to 4. Procedure b) Out of County ii. • Replaced the word Councillor with “members of Council” • Additions underlined. 4. Procedure a) vi. Travel must have a justifiable Municipality of Richmond County purpose <u>and be within the parameters of the current budget</u> in order to be approved and reimbursed. The person authorizing the travel will determine if the intended purpose is a valuable investment for the Municipality of Richmond County. All travel will be discussed with the signing authority in advance of travel to guarantee reimbursement. <u>Municipal Council approval is required for travel that exceeds the parameters of the current budget.</u> • Additions underlined. 4. Procedure b) Out of County ii All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall consider and <u>both agree on</u> the necessity for travel on the basis of information provided on the claim form under the title “Purpose of Travel”. The Council shall, where possible, be advised of who is travelling.

Next Scheduled Review is Fall of 2025.



Schedule 'A' - Approved Travel Rates

Policy Review Notification:

September 11, 2023

Policy Review Date:

October 10, 2023

Approved by Council:

October 23, 2023

I certify this to be a true copy of **Schedule 'A' - Approved Travel Rates** of the **Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held October 23, 2022.

Shelley David
Municipal Clerk

This is schedule 'A' of the Municipality of the County of Richmond "Travel and Expense" Policy. It is titled "Approved Travel Rates".

1.1 Accommodations

- i. Whenever possible, overnight accommodations will be arranged by the Administrative Office and billed directly to the Municipality. If this is not possible, the room rate will be reimbursed at the actual cost. (Receipt required).
- ii. Travel expenses for accommodations shall only be reimbursed if the traveler cannot reasonably be expected:
 - a) To travel to a function commencing early in the day
 - b) To travel at the conclusion of the function
 - c) To travel to or return from a function due to weather conditions
- iii. Should an authorized individual acquire private accommodations he/she will be reimbursed \$40.00 per/night (no receipt required).

Schedule 'A' - Approved Travel Rates

1.2 Meal Expenses

- i. Meal expenses will be compensated at the rate of:
 - a) \$20 for breakfast when travel is commenced prior to 7:30am
 - b) \$25 for lunch may be claimed when the employee is travelling
 - c) \$30 for dinner may be claimed when the employee is not expected to return to home base before 6:00pm
 - d) Meal expenses claimable for international travel will be the same as noted in this policy, however amounts will be paid in that country's currency at the exchange rate in effect during the time in question.
 - e) The Municipality may reimburse receipted costs per individual meal that exceed the meal expense to the extent that the Municipality considers the expenses claimed are reasonable and justifiable in the circumstances.
- ii. Any meal expense incurred for entertaining business associates will be reimbursed at the amount incurred. (Receipt required).
- iii. Alcohol purchases will not be reimbursed.
- iv. Meals provided free of charge or included in registration fees paid directly by the Municipality are ineligible for reimbursement (agendas to be appended to the expense claims), however exceptions may be approved by the CAO.
- v. Time of departure and return must be consistent with timing of function. Legitimate reasons for earlier/later departure/return should be documented on the claim form and discussed with the signing authority.

1.3 Vehicle Use

- i. Travel by personal vehicle inside or outside the Municipality will be reimbursed at the present Provincial rate per kilometer and will cover return travel from the employee's regular place of work or place of residence to the required destination, whichever is less. Travel outside of normal scheduled working hours shall be claimed from the employee's place of residence. Shared use is encouraged where possible (only one person per vehicle is eligible to claim).

Schedule 'A' - Approved Travel Rates

For out of province travel, reimbursement will be the lesser of:

- a) The total cost of economy airfare, airport parking, and travel to and from the airport, or
 - b) Mileage at the present provincial rate per kilometer as per section 1.3(i) Vehicle Use
- ii. The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring:
- c) The automobile(s) is properly insured for such use;
 - d) Compliance with all relevant statutory requirements;
 - e) Payment of insurance premiums

The responsibility for insurance is the total responsibility of the privately owned vehicle's user/owner.

1.4 Other

- i. Incidental expenses will be reimbursed at the rate of \$10 where overnight accommodations are required.
- ii. Parking, taxis, and tolls will be reimbursed at the actual rate incurred. (Receipt(s) required).



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5838</u>
Name of Claimant:		
Destination:		
Purpose of Travel:		
Departure Date/Time:		
Return Date/Time:		
Approval to Travel :		Date:

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Written Travel Report - Policy Requirements (Section 4. (b) i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

All claims are to be submitted not later than 60 days after return.

Claimant Signature: _____

Date Submitted: _____

Travel Approved by Supervisor: _____

GL Code: _____