



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

BY-LAW / POLICY COMMITTEE MEETING

Monday, March 3, 2025

6:00 p.m.

Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
 - a) February 11, 2025
4. By-Law / Policy, Re:
 - a) Grants Policy
 - b) Council Procedural Policy – Recording of No Votes – Section 16.2 (h)
 - c) Travel and Expense Policy
 - d) Hospitality Policy
5. Recommendations to Council (if required)
6. Adjournment

By-Law/Policy Committee Meeting

February 11, 2025 – 6:00 p.m.

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Shawn Samson, Stacey Morrison, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Interim Director of Finance, Shannon Mury, Director of Community Development and Recreation, Danielle Martell, Community Development and Special Projects Officer

Regrets: Councillor Amanda Mombourquette

Call to Order

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

Approval of Agenda

Moved by Deputy Warden Brent Sampson, seconded by Stacey Morrison, Appointed Member, that the agenda be approved.

Motion carried.

Review of Minutes, Re: February 3, 2025

Moved by Councillor Shawn Samson, seconded by Deputy Warden Brent Sampson, that the minutes of the February 3, 2025, meeting be approved.

Motion carried.

Policy Repeal – 2019 Code of Conduct Policy

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the By-Law/Policy Committee recommend to Council to repeal the 2019 Code of Conduct Policy.

Motion carried.



By-Law/Policy Compliance, Re:

a) Grants Policy

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

Recommendation(s) to Council

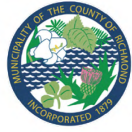
- To repeal the 2019 Code of Conduct Policy

Adjournment

There being no further business, the chair adjourned at 7:00 p.m.

Recording Secretary

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 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 two funding programs:

- a) Community Grant - Tier 1: For smaller projects with local impact.
- b) Community Grant - Tier 2: For larger projects that benefit the broader community.

(See Schedule 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.

- b) Own or have legal permission to improve any infrastructure funded by the grant.
- c) Demonstrate how the project benefits the community.
- d) Apply before starting the project (expenses incurred before approval will not be funded).

4.2 Unregistered groups may apply through a registered partner organization, which will receive the funding on their behalf.

5. Application Process

5.1 Eligible organizations can apply multiple times, up to the maximum amount available in each community grant funding tier. See Schedule A for more information.

5.2 Applications must include:

- a) A project description and budget.
- b) Proof of financial standing (balance sheet and income statement).
- c) Three quotes for purchases or contract work.
- d) Identification of other government funding sources.
- e) A signed application from a director of the organization.

5.3. Council reserves the right to determine whether applications will receive funding, either partially or in full.

6. Funding Process

6.1 Grant funds may be released in two payments: 50% upfront and 50% upon project completion.

6.2 To receive the second payment, organizations must provide:

- a) Copies of invoices and proof of payment.
- b) A final project financial statement.
- c) The municipality reserves the right to inspect projects before releasing final funds.

7. Acknowledgement of Municipal Contributions

7.1 Grants provided to organizations must 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 Council before March 31. 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.

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.

Schedule A: Grant Categories & Limits

Appendix A: Community Grant Tier One (1) Funding Application

Appendix B: Community Grant Tier Two (2) Funding Application

Policy Review/Amendment

| Date of Review | Approved/Amended by Council |
|------------------------------|-----------------------------|
| Feb 3, Feb 11, March 3, 2025 | |
| January 15, 2024 | February 26, 2024 |
| | November 22, 2021 |

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

Community Grants – Tier One (1)

The Community Grants Tier One (1) funding can be used to support smaller projects with a local impact.

- Maximum of \$1,000 per year.
- 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.
- Community Grant- Tier One (1) Application Form (add link)

Community Grants – Tier Two (2)

The Community Grants Tier Two (2) funding can be used to support larger projects that benefit the broader community.

- Maximum of \$7,500 per year.
- 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.
- Community Grant – Tier Two (2) Application Form (add link)

Appendix A

MUNICIPALITY OF THE COUNTY OF RICHMOND

Grant Application

Maximum Request \$1,000

NAME OF REQUESTING ORGANIZATION:

FORM OF ORGANIZATION:

- Non-for Profit Organization
- Charitable Organization
- Other: (Please Explain) _____

SUM REQUESTED: \$ _____

PURPOSE OF FUNDING REQUEST: (use additional pages if required)

CONTACT INFORMATION (CIVIC ADDRESS, TELEPHONE, EMAIL)

Name and title of representative: _____

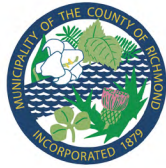
Civic Address: _____

Telephone: _____

Email: _____

Required Attachments:

- Registry of Joint Stocks File Number (include list of directors)/ Proof of Incorporation



Appendix B

MUNICIPALITY OF THE COUNTY OF RICHMOND

Grant Application

Maximum Request \$7,500

NAME OF REQUESTING ORGANIZATION:

FORM OF ORGANIZATION:

- Non-for Profit Organization
- Charitable Organization
- Other: (Please Explain) _____

SUM REQUESTED: \$ _____

PURPOSE OF FUNDING REQUEST: (use additional pages if required)

CONTACT INFORMATION (CIVIC ADDRESS, TELEPHONE, EMAIL)

Name and title of Representative: _____

Civic Address: _____

Telephone: _____

Email: _____



Required Attachments:

- Registry of Joint Stocks File Number (include list of directors)/ Proof of Incorporation
- Proof of ownership/lease/authorization to facility
- Project Budget (sample attached)
- Income Statement for previous fiscal year (sample attached)

COST OF THE PROJECT

FINANCING THE PROJECT

Capital Costs:

Land _____

Land Improvements _____

Materials _____

Labour Costs _____

Other Capital Costs:

Specify _____

Other Capital Costs:

Specify _____

Total _____

Stakeholder Equity _____

Stakeholder Loan _____

Funding Agency _____

Provincial _____

Federal _____

MOCR
(County) _____

Other: Specify _____

Other: Specify _____

Total _____

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



3. Definitions

In this policy:

- a) **“ABCCs”** means Agencies, Boards, Commissions, and Committees established by Council. This acronym may also be used throughout this document to interchangeably mean boards of municipally owned corporations, ABCCs established by bylaw, advisory committees, task forces, working groups, and other bodies. At times, a distinction is made to note Council-established ABCCs, i.e. those created by Council, to differentiate them from those to which are not under the Municipality’s control.
- b) **“Acting Warden”** means a member of Council selected by Council to be Acting Warden in the absence or inability of the Warden and Deputy Warden to act.
- c) **“Abstain”** means a member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter.
- d) **“Agenda”** means the specific items of business to be dealt with at a meeting. Items are placed on the agenda in the sequence defined by the order of business.
- e) **“Business day”** means a day when the Municipality of the County of Richmond office is open for business.
- f) **“Chief Administrative Officer or CAO”**- The administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the Municipal Government Act.
- g) **“Clerk”** means the municipal clerk of the Municipality of the County of Richmond and/or designate.
- h) **“Council”** means the Warden and Councillors of the Municipality of the County of Richmond, being elected pursuant to the provisions of the Municipal Government Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.
- i) **“Council member(s)”** means all members of Council, include(s) the Warden unless the context indicates otherwise.
- j) **“Conflict of interest”** means a direct or indirect conflict of interest within the meaning of the Municipal Conflict of Interest Act.
- k) **“Deputy Warden”** means the member of Council who is elected by Council to act as Warden;



- l) **“Improper conduct”** means Conduct that obstructs in any way the deliberations and/or proper action of the committee or Council.
- m) **“Leave of Council”** means permission of Council.
- n) **“MOCR”** means the Municipality of the County of Richmond
- o) **“Personnel”** means employees of the Municipality of the County of Richmond (excluding elected officials).
- p) **“Point of personal privilege”** means a matter that a member considers questioning their integrity and/or the integrity of the Council.
- q) **“Policy matter”** means a matter which will be governed by the provisions of the policy and includes any matter on which decisions may have to be made on a regular or repetitive basis on which Council wishes to guide the process or specify the principles to be adhered to by Council or staff as they make that decision.
- r) **“Presiding Officer”** means: (a) the Warden when presiding at a meeting of the Council, (b) the Deputy Warden when presiding at a meeting of the Council in the absence of the Warden, (c) Chairperson of a Council established ABCC; or (d) such other member as may be presiding at a meeting of the Council in the absence of the Warden and Deputy Warden.
- s) **“Quorum”** means a majority of the total number of voting members currently on Council or established ABCC or as per the terms of reference, by-law or other governing document.
- s) **“Regular meeting”** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- t) **“Warden”** means the Council member chosen by the Council of MOCR to be the presiding officer of the Council.

4. Roles and Responsibilities

4.1. Municipal Council will:

- a) Review and identify necessary revisions to the Council Procedural Policy in collaboration with the Chief Administrative Officer.



- 4.2. The CAO will:
- a) Administer and implement the Council Procedural Policy.
 - b) Identify necessary revisions to this policy and facilitate the annual review in collaboration with Council.
- 4.3. Municipal staff will:
- a) Adhere to the policy procedures as outlined in this policy.

Policy

5. Policy Statement

- 5.1. The procedural requirements in this policy are intended to complement and supplement, not to replace, the requirements contained in the Municipal Government Act (MGA). In the event of any conflict between the provisions of this policy and the MGA and this policy, the MGA will prevail.

6. Application of the Policy

- 6.1. The rules of procedure contained in this policy shall be observed in all proceedings of Council and ABCCs established by Council and shall be the rules for the order and dispatch of business in Council and Council established ABCCs.
- 6.2. All points of order or procedure for which rules have not been provided in this policy and its appendices shall be decided by the presiding officer in accordance, as far as is reasonably practicable, with the rules of parliamentary law as contained in Robert's Rules of Order, 12th edition or the most recent edition.
- 6.3. This Council Procedural Policy serves to replace any former municipal policies or past practices referencing the proceedings of Council or ABCCs established by Council.



7. Presiding Officer

7.1. Election of Presiding Officer

- a) Warden
 - i. The Warden will be elected at the first meeting of Council, immediately after the Councillors-elect have taken the Oath of Office and signed the Code of Conduct.
 - ii. All nominations will be received verbally, with nominations to be closed by motion. After nominations have closed, Councillors having let their names stand for election will each have 5 minutes to address Council.
 - iii. Voting will take place via secret ballot with counting to take place by staff. After counting, the clerk will announce if a majority was achieved by any candidate.
 - iv. If a majority has not been achieved, then the candidate with the lowest number of votes is dropped from the ballot and an additional vote is held. This process continues until a candidate achieves a majority or until only two candidates remain.
 - v. If only two candidates remain, if necessary, two votes will take place to determine a majority. If no majority is achieved after two votes, then the Clerk will determine the Warden from the two leading candidates by lot as per section 12(5) of the MGA.
 - vi. After the declaration of the Warden, all ballots related to the election shall be destroyed in the presence of Council, unless otherwise decided by a majority vote.
 - vii. The Warden will hold office for a term of two (2) years as outlined in the MOCR Terms of Warden Policy.
 - viii. The Warden shall be the presiding officer at all Council meetings, unless unavailable, in which case the Deputy Warden shall be the presiding officer.



- ix. The Warden is considered an ex-officio member of all ABCCs established by Council, other than those to which the Warden has been appointed as a member. As an ex-officio member, the Warden may participate in an ABCC but not vote and not affect quorum.
 - x. If the Warden position becomes vacant during the term of Council, the newly elected Warden shall hold office until the end of the Warden's current term, unless overturned as per section 12(7) of the MGA.
- b) Deputy Warden
- i. The election of the Deputy Warden will take place immediately following the election of the Warden and be conducted in the same manner as the election of the Warden.
 - ii. The Deputy Warden will hold office for a term of one (1) as outlined in the MOCR Terms of Deputy Warden Policy.
 - iii. If the Deputy Warden position becomes vacant during the term of Council, the newly elected Deputy Warden shall hold office until the end of the Deputy Warden's current term, unless overturned in a similar manner of overturning the Warden as per section 12(7) of the MGA.
- c) Acting Warden
- i. Council may at any time appoint a member of Council to be Acting Warden in the absence or inability of the Warden and the Deputy Warden to act.
 - ii. The term of the Acting Warden will conclude upon the return of either the Warden or Deputy Warden to their respective duties.
- d) Chairperson and Vice Chairperson
- i. The selection of the Chairperson and Vice Chairperson for ABCCs established by Council will be selected by the members of their respective ABCC unless otherwise specified in By-Laws, Terms of Reference, or other governing document.



8. Duties of the Presiding Officer

It shall be the duty of the presiding officer to:

- 8.1. Open the meeting by taking the chair, calling the members to order, and announcing the business before the assembly and the order in which it is to be acted upon;
- 8.2. Ensure the meeting agenda is followed and that the meeting progresses with due efficiency;
- 8.3. Protect all rights of those attending the meeting;
- 8.4. Receive and put to a vote all motions presented and to announce the result;
- 8.5. Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- 8.6. Enforce the rules of order;
- 8.7. Preserve order and decide points of order;
- 8.8. Restrain the members within the rules of order when engaged in debate;
- 8.9. Determine, at their discretion, whether a motion is in order.
- 8.10. Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting;
- 8.11. Call on the Warden, or in the absence of the Warden on another member, to fill their place until resuming the chair, if the presiding officer desires to leave the chair for the purpose of taking part in the debate or otherwise;
- 8.12. Ensure that the decisions of Council/ABCC established by Council conform with the laws governing the activities of Council/ABCC.
- 8.13. Adjourn the meeting when business is concluded. (no motion required)
- 8.14. Adjourn the meeting without question in the case of grave disorder arising in the meeting place.
- 8.15. Ensure effective communication between ABCCs and Council by following the requirements for reporting and communication as per the MOCR Committees Policy, section 18.

9. Council / ABCCs Meetings

Except as provided in this policy and the MGA, all meetings shall be open to the public.

9.1. Organizational Meeting of Council

- a) The organizational meeting of Council shall be held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day to administer the Oath of Office as per section 148 of the Municipal Elections Act (MEA) and signing of the MOCR Statement of Commitment to Councillor's Code of Conduct.
- b) The Clerk, under the direction of the CAO, shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.
- c) The Clerk shall serve as presiding officer for the organizational meeting until the Warden has been elected, at which time the Warden will assume the chair of the meeting, as per section 12 (4) of the MGA.
- d) Seating arrangements for Councillors will be determined at the organizational meeting and will be then set for future meetings of Council.
- e) The business of Council at the organizational meeting shall be limited to the calling of the meeting, the administration of the Oath, the introduction of new Councillors, the election of Warden and Deputy Warden, and the appointments to ABCCs established by Council and external ABCC's appointments, and such other business as required by the MGA.

9.2. Regular Council and Committee of the Whole Meetings

- a) Regular Council and Committee of the Whole meetings will be held according to the schedule set annually by Council and at a time determined by Council.
- b) Any scheduled meetings of Council that fall on a holiday may be held on the next regular business day.
- c) During July and August, Regular Council or Committee of the Whole meetings will not be scheduled. However, Council may convene special meetings during this period as may be necessary or expedient for the dispatch of business.



- d) Unless otherwise decided by Council, all meetings of Regular Council and Committee of the Whole shall be held in Council chambers, located at the Municipal Administration Building, 2357 Hwy 206, Arichat NS.
- e) Regular Council and the Committee of the Whole will be recorded and/or livestreamed. If technical difficulties prevent the livestream from being enabled or make livestreaming impossible, the meeting will proceed as scheduled.
- f) Council may by resolution alter the time, day, and place of any meeting previously approved under section 9.2 (a).

9.3. Other Meetings of Council

- a) In addition to Regular Council meetings, Council may hold such other meetings as may be necessary or expedient for the dispatch of business at such time and place as the Council determines, if each member of Council is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.

9.4. Emergency Meetings

- a) Where the Warden determines that there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

9.5. ABCCs Established by Council Meetings

- a) ABCCs established by Council may hold meetings in Council chambers or other locations in the MOCR, according to the schedule and at a time determined in their respective Terms of Reference, By-Law, or other governing documents.

9.6. In Camera Meetings

- a) Regular Council and ABCCs established by Council meetings, or portions thereof, may be held in camera only in accordance with section 22 of the Municipal Government Act, as may be amended from time to time. The only matters to be considered in an “in camera session” are as follows:
 - i. Issues related to the proposed or pending acquisition, sale, lease, or security of municipal property; or



- ii. Setting a minimum price to be accepted by the municipality at a tax sale;
or
 - iii. Personnel matters; or
 - iv. Labour relations; or
 - v. Contract negotiations; or
 - vi. Issues related to public security; or
 - vii. Litigation or potential litigation affecting the municipality; or
 - viii. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- a) Prior to moving into an in camera session and when reverting to a regular session for any of the reasons outlined in section 9.6 (a), a motion must be passed. This motion should specify that the Council/ABCC is convening into an in-camera session, outline the general nature of the matter to be discussed, and indicate the return to the regular session upon concluding the in camera portion of the meeting.
 - b) A vote may occur during an in-camera session, provided the reason for being in camera is sanctioned under section 9.6 (a), and the vote is for a procedural matter or for giving direction to staff or solicitors of the municipality.
 - c) Recommendations to Council from an in-camera session will be dealt with immediately following the in camera session.
 - d) Staff reports presented during an in-camera session and minutes of an in-camera session will be maintained by the clerk and considered confidential unless Council determines that the information, or part thereof, shall be made available to the public.

10. Notifications of Meetings & Cancellations

10.1. Notifications for meetings or cancellations will adhere to the guidelines outlined in the MOCR Strategic Communications Plan.

10.2. The clerk shall call a meeting of the Council when required to do so by the Warden or upon presentation of a written request signed by a majority of the Councillors. When calling a meeting in this manner, the clerk shall give at least two days public notice of the meeting, as per section 19 (4) of the MGA.



- 10.3. The Warden/presiding officer and CAO jointly may decide to cancel a Council/ABCC meeting due to inclement weather or other circumstances, which in their judgement appears appropriate.
- 10.4. Any decision to cancel a meeting of Council that was called by a petition of a majority of Councillors shall only be upheld by a two-thirds (2/3) majority decision of Councillors.
- 10.5. As per section 19(7)(a)(b) of the MGA, a meeting of Council is not an illegal or invalid meeting by reason only of a failure to give notice or meeting elsewhere than provided in this policy or a notice of meeting.

11. Call to Order/Quorum

- 11.1. As soon as a quorum is present after the scheduled start time of the meeting, the presiding officer shall call the meeting to order. The opening acknowledgement, as outlined in Section 12, may be conducted at the discretion of the presiding officer.
- 11.2. If a quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the presiding officer shall indicate that no quorum is present, and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.
- 11.3. In the case where quorum is present, and the Warden or Chairperson has not arrived within fifteen (15) minutes after the time appointed, the Deputy Warden or the vice chairperson, shall assume the chair and call the meeting to order. The Deputy Warden or Vice Chairperson shall preside until the arrival of the Warden or Chairperson.
- 11.4. In the event the Deputy Warden or Vice Chairperson is not present, then the members shall nominate and elect a presiding officer from among the members present who shall preside until the arrival of the Warden or the regular Chairperson.
- 11.5. Members are encouraged to inform the clerk when a member is aware that they will be absent from any meeting.

- 11.6. Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, such that at that meeting the remaining members are insufficient to constitute quorum, the remaining members shall be deemed to constitute a quorum, provided the number is not less than two. A member who has declared a conflict of interest and leaves the meeting shall not be counted in determining the quorum.
- 11.7. If during the course of a meeting a quorum is lost due to vacating members, the presiding officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this policy. Should the meeting be adjourned, the clerk shall record in the minutes the names of the remaining members.

12. Opening Acknowledgement

12.1 After calling a meeting to order:

- a) The presiding officer may acknowledge matters of significance to the County and/or undertake a moment of silent contemplation.
- b) The presiding officer shall proceed with the order of business in which it stands on the agenda.

13. Order of Business and Agenda

- 13.1. The business of Council and ABCCs shall be taken up in the order in which it stands on the agenda unless otherwise decided by Council or the ABCC.
- 13.2. Agendas will be prepared by the Clerk or designate, under the direction of the CAO in accordance with the Warden for Council or the presiding officer for ABCCs.
- 13.3. Agendas and corresponding meeting packages will be disseminated as per the MOCR Strategic Communications Plan.

14. Additions to the Agenda

- 14.1. Additions to the Regular, Special Council, or Committee of the Whole agenda must be submitted to the Office of the CAO by noon on the Thursday before the meeting. For all other meetings, submissions are due by noon two days prior.



- 14.2. Agenda items that require backup information can be in the form of a staff briefing note, memo, or other relevant documentation.
- 14.3. Requests for additional items to the agenda following its publication will not be considered, except under the circumstances outlined below:
- a) Submissions as a late item using the “Item Added” form, as detailed in Appendix C, to the Clerk promptly for dissemination to Council or ABCC and the public.
 - b) Once a Regular, Special Council or Committee of the Whole meeting agenda is published, an item of business not listed on the agenda may not be introduced at a meeting unless an “Item Added” form is completed and approved in advance by the Warden for addition. Additions to Regular Council or Committee of the Whole meeting agendas from the floor during the meeting require an “Item Added” form to be submitted prior to the meeting and a unanimous motion from the Council. However, Councillors may add a Notice of Motion from the floor to a Special, Regular Council, or Committee of the Whole meeting agenda with a majority vote. Additions to published ABCC agendas, except for the Committee of the Whole, require a simple majority to approve. The addition will be published the following day.

15. Agenda Format

- 15.1. Appendix “A”, Agenda Format, forms part of this policy and shall list the order of business in the format most commonly used in MOCR ABCCs and Council.

16. Meeting Minutes

- 16.1. The Clerk shall verify and maintain the minutes of all Council and Council established ABCC meetings.
- 16.2. All minutes recorded for Council and Council established ABCCs shall record:
- a) The meeting type, place, date, and time of the meeting.
 - b) The name of all members and staff in attendance, and any regrets.
 - c) The name of guest presenters and those who approach Council during question period.



- d) The time of late arrival or early departure of members.
 - e) The name of the member who declares a conflict of interest along with the reasoning.
 - f) The resolutions, substantive decisions made, and actions taken.
 - g) The results of votes on all motions.
 - h) The results of votes on all motions that are opposed shall be recorded to include the name of the member of Council, unless the member expressly indicates a desire to refrain from having their name recorded for all their opposed votes.
 - i) The time the meeting went in and out of an in-camera session.
 - j) The in camera portion of the minutes shall record the topic of discussion only.
- 16.3. The unapproved minutes shall be presented for the next scheduled Council or ABCC meeting for a motion of approval.
- 16.4. In order to move or second the approval of minutes as presented or as corrected, the member must have been in attendance at that meeting where the minutes are being approved.
- 16.5. After approval, the presiding officer and Clerk (or designate) of both Council and ABCCs shall sign minutes.

17. Governance by Bylaws, Policy, and Resolutions

- 17.1. Council shall govern by Bylaw in all matters required by the MGA.
- 17.2. Council shall govern by Policy in all issues meeting the definition of a policy matter. When in doubt, it is preferable to govern by policy rather than resolution.
- 17.3. Council shall govern by resolution only when a by-law or policy is not applicable and in particular, only when the motion does not involve principles and/or processes that must be used in future staff or Council decisions.

18. Disclosure of Conflict Interest

- 18.1. It is the responsibility of each member to identify and disclose any conflict of interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the Council or Council established ABCC.



18.2. Where a member, either on their own behalf or while acting for, by, with and/or through another, has any conflict of interest, direct or indirect, in any matter and is present at a meeting of the Council or standing committee at which, the matter is the subject of consideration, the member shall:

- a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
- b) Not participate for the duration of the discussion about the matter.
- c) Not take part in the discussion of or vote on any question with respect to the matter.
- d) Not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

18.3. Where a meeting is not open to the public, as per section 9.6, in addition to complying with the requirements, the member shall immediately leave the meeting room for the portion of the meeting during which the matter is under consideration.

18.4. Where the interest of a member has not been disclosed by reason of his absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or Council established ABCC, as the case may be, attended by the member after the particular meeting as per the Municipal Conflict of Interest Act.

19. Speaking/Rules of Debate

19.1. A member shall not speak until the presiding officer has recognized them by indicating it is their turn to speak.

19.2. When a member has been recognized by the presiding officer as having the floor, the member shall direct their question or comment to the presiding officer and speak only to the matter under consideration. The presiding officer shall recognize the member who wishes to speak in the order that they indicate their desire to address Council or ABCC.

19.3. When a member is speaking, no other members shall interrupt, except to raise a point of personal privilege or point of order.



- 19.4. Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not so as to interrupt a member while speaking.
- 19.5. At the discretion of the presiding officer, a member shall not speak more than once on the question until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech in which may have been misunderstood. New information is not to be introduced. No member shall speak to the same matter more than four times without the leave of Council or ABCC.
- 19.6. At the discretion of the presiding officer, a member shall not speak to the same question, or in reply, for longer than 10 minutes without the leave of Council or ABCC.
- 19.7. A member shall be restricted to asking questions related directly to the matter under discussion.
- 19.8. After the question has been put by the presiding officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 19.9. To participate in debate, the presiding officer shall relinquish the position to the vice presiding officer until the matter has been disposed of. Relinquishing such position ensures impartiality of the presiding officer position.

20. Motions

- 20.1. The presiding officer may not put forth a motion.
- 20.2. A motion must be seconded and then repeated by the presiding officer before being voted upon.
- 20.3. After a motion has been moved, it is the property of Council or the ABCC and may not be withdrawn without the consent of the majority of Council or the ABCC.
- 20.4. Standard Meeting Motions
 - a) For the purposes of this policy, the following will be considered “standard” meeting motions:



- i. To approve the agenda.
 - ii. To adopt minutes.
 - iii. To recess.
- b) The presiding officer may ask if a member of Council or ABCC is willing to move/second a standard meeting motion, in which case any member may respond verbally. The presiding officer will verbally indicate which members have moved and seconded the motion.
- c) In order to streamline meetings, any of the four (4) standard meeting motions may be voted upon by the members by a show of hands or by saying aye/nay.
- d) Motions prepared in a staff report may be moved verbally by referencing the motion and the report.
- e) In Council, the following motions may be introduced without notice and without leave, except as otherwise provided by this policy:
- i. To suspend the rules of procedure.
 - ii. To table.
 - iii. To postpone definitely (deferral motion with a specified date/meeting).
 - iv. To refer.
 - v. To amend.
 - vi. To postpone indefinitely (deferral motion without specifying a date/meeting).
 - vii. Any other procedural motion.
 - viii. Motions arising from Business from Councillors.
- f) Appendix "B", Procedural Motions, forms part of this policy and shall describe the form and standard descriptive characteristics of motions commonly used in committees and Council.

21. Voting

21.1. The decision of the Council or ABCC on a motion shall be via raised hands or verbal aye/nay.



- 21.2. No vote shall be taken by ballot or by any other method of secret voting, except for the selection of Warden, Deputy Warden.
- 21.3. All members that are qualified to vote shall vote once on each motion, and are not permitted to abstain from voting, except when such member has declared a conflict of interest as per section 21(2)(3) of the MGA.
- 21.4. Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members present, and voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.
- 21.5. The mover and seconder of a motion must be present at the meeting for debate to occur.
- 21.6. A member not in their seat at the call of the vote shall not be entitled to vote.
- 21.7. Each member shall occupy their seat until the result of the vote has been declared.
- 21.8. Voting conducted at public hearings shall be done in accordance with provisions of the MGA.

22. Public Conduct at meetings

- 22.1. Members of the public present in the Council chamber or other meeting location shall maintain order and quiet and shall not address Council or members of the ABCC except with permission by a majority vote of Council or the ABCC.
- 22.2. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of the meeting.
- 22.3. No person shall bring into the Council chamber or other meeting location cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
- 22.4. Recording (audio or video) and taking pictures during meetings are not permitted unless pre-approved by the presiding officer and announced before the meeting begins.
- 22.5. Members of the media may use electronic devices to record the audio (only) of the proceedings to augment their notetaking, but not for broadcasting.



- 22.6. When invited to address Council, no person shall use indecent, offensive, or insulting language or speak disrespectfully of any member of Council or any employee of the municipality.
- 22.7. Persons invited to address Council or ABCC shall only speak on the subject in debate and shall not speak on any other subject.
- 22.8. Any person, not being a member of Council or ABCC, who contravenes any provision of this section, may be expelled from the meeting by the presiding officer.

23. Presentations to Council

- 23.1. Any persons or groups may be permitted to make presentations to Council provided that the application(s) have been submitted to the Office of the CAO as per MOCR Presentations and Delegations Appearing before the Committee of the Whole or Council Policy.
- 23.2. A group of persons who wish to present to Council a petition on any matter within the jurisdiction may do so in accordance with the MGA.

Related Documents

[Code of Conduct for Elected Municipal Officials](#)

[Committees Policy](#)

MOCR Presentations and Delegations to Committee of the Whole or Council Policy (currently in draft)

[Municipal Government Act](#)

[Municipal Housing Corporation Act](#)

[Municipal Conflict of Interest Act](#)

[Policy on Confidentiality and Non-Disclosure](#)

[Strategic Communications Plan](#)



Appendix

Appendix A – Agenda Format

Appendix B – Procedural Motions

Appendix C – Item Added to the Agenda Form

Policy Review/Amendment Schedule

| Date of Review | Approved/Amended by Council |
|---|-----------------------------|
| March 3, 2025 | |
| September 9 th & 23 rd , 2024 | October 15, 2024 |



Title **Travel and Expense Policy**

Approved by Council
Policy Review Notification
Policy Review

Date:
Date:
Date:

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

_____.

Shelley David
Municipal Clerk

1. **Policy Statement**

The Municipality of the County of Richmond (MOCR) 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**

3.1. Municipal Council's Responsibilities

Municipal Council will:

- a) approve any and all changes to this policy and its schedules

3.2. Chief Administrative Officer's Responsibilities

The Chief Administrative Officer (CAO) will:

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



4. Procedures

4.1. General

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) The MOCR 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.
- f) 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.



- g) 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.
- h) Appropriate “In County” and/or “Out of County” Travel and Expense claims are to be completed and signed by the Claimant.
- i) 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.
- j) This Policy will consider Port Hawkesbury, as “In County” Travel.

4.2. Out of County

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

- a) 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:
 - i. Purpose of Meeting
 - ii. Date of meeting
 - iii. Place of meeting
 - iv. Start and end time of meeting
 - v. Person(s) present at the meeting
 - vi. Brief statement of discussions held
- b) 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.



4.3. In County

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

- a) All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager.
- b) 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.
- c) 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:
 - i. Purpose of Meeting
 - ii. Date of meeting
 - iii. Place of meeting
 - iv. Start and end time of meeting
 - v. Person(s) present at the meeting
 - vi. Brief statement of discussions held
- d) 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.

4.4. Rates

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

4.5. Disbursements

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

- b) The Warden must approve the CAO's completed travel claim form. The CAO must approve the Warden and Council's completed travel claim form.
- c) All other staff completed claim forms must be approved by the appropriate Supervisor, Director or Manager.
- d) To be eligible for payment, travel expense forms must be presented for approval no later than 60 days after return.
- e) 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.

4.6. Report

- a) 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.
- b) All Out of County trips shall be reported by the claimant in the manner provided in (4.2).

5. List of Schedules attached to this Policy

Schedule A: Approved Travel Rates

Schedule B: In County Travel and Expense Claim Form

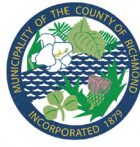
Schedule C: Out of County Travel and Expense Claim Form

This Policy replaces the following:

- MOCR Travel Expense Policy, Adopted November 25, 2019;
- MOCR Travel Expense Policy, Adopted September 25, 2017
- Expense Claims Publication Policy, Adopted December 22, 2016, repealed April 24, 2017;
- MOCR Travel Expense Policy, Adopted September 10, 2012, repealed April 24, 2017;
- MOCR Employee Policy Manual, Section 8.0, removed.

Policy Review/Amendment Schedule

| Date of Review | Approved/Amended by Council |
|--|---|
| March 3, 2025 | |
| | January 28, 2025 – Readoption |
| September 11, 2023 October 10, 2023 | October 23, 2023 - Amended <ul style="list-style-type: none"> • Replaced the word Councillor with “members of Council” • Additions underlined. 4.1 (f) 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. 4.2 (b) All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall <u>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”</u>. The Council shall, where possible, be advised of who is travelling. |
| September 26, 2022 October 25, 2022 | October 25, 2022 - Amended November 28, 2022 - Amended |



Schedule A – Approved Travel Rates

Approved by Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

I certify this to be a true copy of the **Schedule A – Approved Travel Rates** as adopted by the Municipal Council of Richmond County at a Public Meeting held on

_____.

Shelley David,
Municipal Clerk

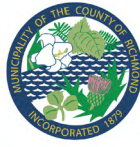
This is Schedule A of the Municipality of the County of Richmond (MOCR) “Travel and Expense” Policy. It is titled “Approved Travel Rates”.

1. Accommodations

- 1.1. 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).
- 1.2. 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.
- 1.3. Should an authorized individual acquire private accommodations he/she will be reimbursed \$40.00 per/night (no receipt required).

2. Meal Expenses

- 2.1. Meal expenses will be compensated at the rate of:
 - a) \$20 for breakfast when travel is commenced prior to 7:30 a.m.
 - 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 6:00 p.m.
- 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.

2.2. Any meal expense incurred for entertaining business associates will be reimbursed at the amount incurred. (Receipt required).

2.3. Alcohol purchases will not be reimbursed.

2.4. 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.

2.5. 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.

3. Vehicle Use

3.1. 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).

3.2. 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



3.3. 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:

- a) The automobile(s) is properly insured for such use.
- b) Compliance with all relevant statutory requirements.
- c) Payment of insurance premiums.

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

4. Other

4.1. Incidental expenses will be reimbursed at the rate of \$10 where overnight accommodations are required.

4.2. 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: | |



NOTE: Staff have flagged that Council will need a Hospitality GL code to avoid using a Sundry GL code for this policy.

Title Hospitality Policy

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

1. Policy Statement

The Municipality of ~~Richmond County~~ **the County of Richmond** recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, recognition, business development or promotional advocacy. The offering of hospitality will be ~~done in such~~ **carried out in a manner that** ~~so as~~ to reflect the prudent stewardship of public funds.

2. Hospitality

2.1 Expenses incurred while hosting individuals from outside of municipal government and for municipal recognition purposes outlined above, including receptions, ceremonies, conferences, business meetings, performances, or other group events.

3. Allowable Expenses

3.1 Allowable expenses may include meals, beverages (non-alcoholic), or other approved items.

4. Responsibility

4.1 No later than January 31st following an election year, Council shall formally review this policy as well as the Travel & Expense Policy, by way of motion, to ensure that the contents of the policies are in accordance with provincial legislation and best practices.



5. Policy Objective

- 5.1 To provide direction and guidance to **the Chief Administrative Officer** (CAO) or designate regarding the appropriate expensing of necessary hospitality expenses that support government's objectives.
- 5.2 To ensure hospitality is offered in an accountable, economical, and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, recognition, business development, or promotional advocacy. To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

6. Policy Directives

- 6.1 Hospitality may be offered under the following circumstances:
- hosting dignitaries;
 - engaging in official public matters with representatives from other governments; business, industry/labour leaders; or other community leaders;
 - sponsoring conferences;
 - hosting prestigious ceremonies/recognition events; or
 - other official functions, as approved by the Council or the ~~Chief Administrative Officer~~ **CAO**.
- 6.2 Under this policy, the Warden, CAO will have the authority to expense business expenses in a municipally beneficial prudent manner; and, from time-to-time other Department Heads approved by the CAO and the Deputy Warden or a Councillor as approved by Council.
- The claim for reimbursement or payment will provide itemized receipts.

7. Authorization

- 7.1 All hospitality events require prior authorization by Council or the CAO and require that the *Request and Approval to Incur Hospitality Event Expenses* Form (Appendix A) be submitted to the ~~Chief Administrative Officer~~ **CAO** for approval. Information contained in this form includes but is not limited to:
- rationale/purpose of the event;
 - location of the event



- c) estimated numbers of attendees and their respective affiliations; and, estimated costs.

Business Meetings – Moved to Section 6 - Policy Directives

8. Accountabilities

8.1 Warden and Council are responsible for:

- a) Reviewing hospitality-related expenses for the CAO and approving hospitality for events that Council see as warranted under this policy.
- b) Ensuring compliance with the requirements established by this policy with respect to hospitality expenses.
- c) Consistent application of this policy

8.2 CAO is responsible for:

- a) Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this policy. When exercising discretion, the following factors must be considered.
 - i. Ensuring all hospitality events and related expenses initiated or incurred by a Department Head is approved.
 - ii. Approving requests and claims for hospitality-related expenses for Department Heads and in instances where the actual cost of the hospitality event exceeds the estimated cost.
- b) Considering the following when a situation arises that requires discretion. The CAO should assess whether the request is:
 - i. Able to stand up to scrutiny by auditors and members of the public;
 - ii. Properly explained and documented;
 - iii. Fair and equitable;
 - iv. Reasonable; and,
 - v. Appropriate.



8.3 Employees are responsible for:

- a) Acting in accordance with this policy.

8.4 The Finance Department is responsible for:

- b) Providing advice and assistance to Council, and the CAO regarding the application of this policy;
- c) Monitoring hospitality expenses for appropriate usage and consistency with policy directives; and,
- d) Processing hospitality-related expense claims.

9. Monitoring

9.1 The Finance Department shall monitor the effectiveness and consistent application of this policy, including coordinating periodic reviews of hospitality expenses to ensure compliance with this policy.

9.2 The CAO shall provide documentation deemed necessary to conduct any reviews of this policy.

10. Reporting

10.1 After each fiscal quarter, staff must publish a quarterly hospitality report, as required by Sections 65D and 423A of the Municipal Government Act. The report must be made publicly available on the MOCR website within 90 days of the quarter's end.

Policy Review/Amendment

| Date of Review | Approved/Amended by Council |
|------------------|-----------------------------|
| March 2025 | |
| January 28, 2025 | Readoption |
| April 23, 2018 | Approved/Adopted |

Appendix A: Request and Approval to Incur Hospitality Event Expenses Form



Appendix A Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

Destination and Purpose

| | |
|------------------------------|--|
| Date of Request | |
| Department | |
| Employee Name | |
| Title | |
| Location | |
| Date Of Event | |
| Purpose Of Event Or Activity | |

Estimated Hospitality Expense Details

| | |
|-----------------------|--|
| Number of Attendees | |
| Meal Costs | |
| Meeting space Costs | |
| Gratuities | |
| Gift Costs | |
| Other expenses | |
| Total Expenses | |

Approval

| | |
|--------------------|--|
| Claimant Signature | |
| Date Submitted | |
| GL Code | |
| CAO Approval | |