



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

## **BY-LAW / POLICY COMMITTEE MEETING**

**Monday, November 24, 2025**

**6:00 p.m.**

**Council Chambers**

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) November 12, 2025
4. By-Laws/Policy:
  - a) Delegations and Petitions to Municipal Council Policy
  - b) Hospitality Policy
  - c) Sponsorship Policy
  - d) Travel and Expense Policy
5. Recommendations to Council (if required)
6. Adjournment



## By-Law/Policy Committee Meeting

November 12, 2025

**Location:** Council Chambers

**Present:** Warden Lois Landry, Deputy Warden Amanda Mombourquette, Councillor Brian Marchand, Councillor Brent Sampson, Councillor Shawn Samson, Troy MacCulloch, Chief Administrative Officer, Jason Jankuloski, Citizen Appointee, Shelley David, Municipal Clerk

**Regrets:** Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Director of Finance, Shannon Murray, Director of Community Development and Recreation

1. **Call to Order**

Warden Lois Landry called the meeting to order at 6:03 p.m.

2. **Approval of the Agenda**

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the agenda be approved.

Motion carried.

3. **Review of Minutes, Re: October 14, 2025**

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the minutes of the October 14, 2025, meeting be adopted as corrected.

Motion carried.

4. **By-Law/Policy:**

a) **Low Income Property Tax Exemption Program Policy - Amendments**

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda Mombourquette, that the By-law/Policy Committee recommend to Council to adopt the Low Income Property Tax Exemption Program Policy as presented, with the following changes:

- Remove “(b)” in section 3.2

- Remove “(b)” and replace the words “ in a timely manner “ with “within 2 to 3 weeks” in Section 3.3
- Remove “(See section 6)” in Section 4.2
- Add “, up to the limit approved annually by Council” after the word “property” in Section 5.5
- Replace “August 15<sup>th</sup>” with “December 31<sup>st</sup>” in Section 5.6
- Replace “ balance” with “from previous years” in Section 6.1(d)
- Remove section 8.4 and renumber

Motion carried.

- b) Presentations and Delegations Appearing Before the Committee of the Whole or Municipal Council

The Committee agreed to have staff prepare a draft incorporating the changes discussed.

5. Discussion

- a) River Bourgeois Community Services Society regarding a request for funding in the yearly budget for the power/base lights at the River Bourgeois Lighthouse

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that the By-law/Policy Committee recommend to Council to defer the discussion to budget deliberations to consider a \$400 annual contribution.

Motion carried.

6. Recommendation(s) to Council

As noted above, in agenda items 4(a), and 5(a).

7. Adjournment

There being no further business, the chair adjourned at 6:59 p.m.

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Municipal Clerk

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Chairperson



## Title      **Delegations and Petitions to Municipal Council**

Approved by Municipal Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

I certify this to be a true copy of the **Delegations and Petitions to Municipal Council 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 process for delegation requests and petition submissions made to Municipal Council.

### **2. Scope**

2.1 This policy applies to individuals and organizations making delegation requests or submitting petitions

### **3. Definitions**

3.1 “Delegation” means appearing before Municipal Council by:

- a) an individual to speak on matters of concern; or
- b) an individual or individuals representing a local or regional organization, professional association, not-for-profit, government agency, or municipal partner to speak on matters of concern.

3.2 “Petition” means a formal written request, signed by multiple individuals, that asks Municipal Council for a specific outcome or action.

### **4. Roles and Responsibilities**

4.1 Municipal Council is responsible for reviewing, amending, and adopting the Delegations and Petitions to Municipal Council Policy.

4.2 The Chief Administrative Officer (CAO) is responsible for implementing and administering this Policy.

4.3 The Municipal Clerk, or designate, is responsible for forwarding delegation requests and petition submissions to the CAO and Warden for review.



## **5. Policy Guidelines**

- 5.1 The CAO and Warden will review delegation requests and petition submissions and determine the best way to present the matter to Municipal Council.
- 5.2 Approved delegation requests and petition submissions are addressed at Committee of the Whole meetings, unless the CAO and Warden determine that a matter should be managed through another process.
- 5.3 Presentations are limited to two (2) per meeting. Exceptions may apply if deemed appropriate by the CAO and Warden.
- 5.4 Matters presented to the Committee of the Whole may result in a recommendation for Municipal Council to consider at a Council meeting.
- 5.5 Matters in which the Municipality has entered into legal proceedings, matters related to personnel issues, by-laws for which a public hearing has been scheduled or held, and matters where there has already been an opportunity for public input will not be further entertained by Municipal Council.

## **6. Request and Submission Process**

- 6.1 Delegation requests must be submitted in writing to the Office of the CAO and include the presenter's name(s), contact information, a clear description of the topic, and relevant supporting documents.
- 6.2 Petitions must be submitted in writing and include the purpose, petition start date, contact information of the lead petitioner (name, civic address, telephone number, and email), and the names and civic addresses of all signatories.

## **7. Review Process**

- 7.1 Delegation requests and petition submissions may be scheduled as a presentation, included on the agenda as correspondence, or managed through another appropriate process. Decisions will be based on, but not limited to, the following:
  - a) The nature and purpose of the request (e.g., providing updates, raising awareness, seeking support, or celebrating community achievements)
  - b) Municipal jurisdiction
  - c) Alignment with municipal priorities



- d) Complexity or impact
- e) Details and supporting information provided

7.2 The CAO and Warden reserve the right to decline a request.

**8. Notification of Review**

8.1 The Office of the CAO will provide written notice of the decision within five (5) business days. When applicable, the notice will include meeting details and any next steps or follow-up actions.

**9. Presentation Guidelines**

9.1 Presenters must submit an electronic copy of their presentation material to the Office of the CAO within seven (7) working days before the scheduled meeting. Presentation materials received after the deadline will be placed on the next available meeting agenda.

9.2 The total time allotted for a presentation is 15 minutes.

9.3 Members of Municipal Council may ask questions following the presentation.

**10. Repeal and Replace**

10.1 The Delegation Appearing before Municipal Council Policy (2008, as amended in 2024) and the Delegation Appearing before Committee of the Whole Policy (1993) are repealed and replaced with this policy.

**11. Policy Review/Approved/Amended Schedule**

Date of Review	Approved/Amended by Council
New	



**Title Hospitality Policy**

<b>Approved by Council</b>	<b>Date:</b>
<b>Policy Review Notification</b>	<b>Date:</b>
<b>Policy Review</b>	<b>Date:</b>
I certify this to be a true copy of the <b>Hospitality Policy</b> 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 process for pre-approving, approving, and reporting hospitality expenses in accordance with the Municipal Government Act (MGA) and the Municipal Financial Reporting and Accounting Manual (FRAM).

**2. Scope**

2.1 This policy applies to all reportable individuals and municipal employees of the Municipality of the County of Richmond (MOCR) who incur approved expenses for hosting individuals from outside the Municipality for reasons of diplomacy, protocol, recognition, business development, or promotional advocacy. These activities may include providing hospitality for receptions, ceremonies, conferences, business meetings, performances, or other group events. Allowable expenses may include meals, beverages (non-alcoholic), or other approved items.

**3. Definitions**

3.1 “reportable individuals” means members of Council, the Chief Administrative Officer (CAO), and any employees delegated the responsibilities or powers of the CAO under section 29(b) of the MGA.



3.2 “Signing Authority” means the authorizing personnel responsible for pre-approving hospitality and approving the related expense claims. The table below shows the Signing Authority for each position:

<b>Position</b>	<b>Signing Authority</b>
Warden	CAO
Member of Municipal Council	Warden and CAO - preapproval CAO - expense claim approval
CAO	Warden
Director	CAO
Municipal Employees	Their Supervisory Director or CAO

#### 4. Roles and Responsibilities

4.1 Municipal Council will be responsible for reviewing, amending, and adopting the Hospitality Policy.

4.2 The CAO will be responsible for implementing and administering this Policy.

4.3 Signing Authorities will be responsible for pre-approving and approving hospitality expenses in accordance with this Policy.

4.4 Finance Department will be responsible for providing advice and assistance to Municipal Council and the CAO regarding the application of this Policy, monitoring hospitality expenses for proper use and consistency with policy directive, and processing hospitality expenses.

#### 5. Policy Guidelines

5.1 All hospitality shall be offered in a manner that reflects prudent stewardship of public funds.

5.2 Hospitality may be offered under the following circumstances:

- a) Hosting dignitaries;
- b) Engaging in official public matters with representatives from other governments, business, industry, or labour leaders, or other community leaders;
- c) Sponsoring or hosting conferences;
- d) Hosting prestigious ceremonies/recognition events; or
- e) Other official functions.



5.3 All hospitality requests must be pre-approved by the Signing Authority and be within the current budget to be approved.

5.4 Municipal Council approval is required for hospitality expenditure requests that exceed \$\_\_\_\_\_.

5.5 A Signing Authority is prohibited from pre-approving or approving hospitality expenses on their own behalf.

5.6 Alcohol is not an eligible expense.

5.7 Token gifts for diplomacy, protocol, business development, or promotional advocacy may be provided to individuals outside the Municipality when preapproved by the Signing Authority. Gifts must not exceed \$\_\_\_\_\_, and must be documented with the recipient, purpose, and value in the Hospitality Expense Claim form.

5.8 Business Meetings

~~(a) 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.~~

~~(b) The claim for reimbursement or payment will provide itemized receipts.~~

## 6. Preapproval

6.1 The Hospitality Expense Request Form, provided by the Municipality, must be submitted to the Signing Authority, who may request additional information or justification to assess the necessity and appropriateness of the proposed hospitality.

## 7. Submission/Approval Hospitality Expense Claims

7.1 Hospitality expense claims must be submitted to the Signing Authority for approval and include the following:

- a) A copy of the signed preapproved Hospitality Request Form;
- b) The names and positions of the guests at the hospitality event;
- c) The business objective for the expense; and
- d) A detailed, itemized receipt for the expense.



- 7.2 The Signing Authority shall use discretion to make decisions and choices with some degree of flexibility while maintaining compliance.
- 7.3 When a situation arises and discretion needs to be exercised, the Signing Authority should consider whether the request is:
- able to stand up to scrutiny by auditors and members of the public;
  - properly explained and documented;
  - fair and equitable;
  - reasonable; and,
  - appropriate.

## 8. Monitoring

- 8.1 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.
- 8.2 The CAO shall provide documentation deemed necessary to conduct any reviews of this policy.

## 9. Reporting Requirements

- 9.1 Staff shall prepare and publish a quarterly summary of hospitality expenses with supporting documentation on the Richmond County website **within 90 days of the end of each fiscal quarter.**
- 9.2 Municipal staff shall prepare an annual summary report of expenses for reportable individuals and file it with the Minister by September 30<sup>th</sup>.

## 10. Review Requirements

- 10.1 The Municipality Audit Committee shall review the Hospitality Expenses Summary Report annually.**
- 10.2 By January 31<sup>st</sup>, immediately following a regular election held under the Municipal Elections Act, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.

## 11. Related Documents

- [Financial Reporting and Accounting Manual \(FRAM\), Nova Scotia Department of Municipal Affairs](#)
- [Nova Scotia Municipal Government Act \(MGA\)](#)



**12. Policy Review/Amendments**

Date of Review	Approved/Amended by Council
January 14, 2025	January 28, 2025 (readopted)
March 26, 2018	April 23, 2018

DRAFT



**Title: Sponsorship Policy**

<b>Approved by Council</b>	<b>Date:</b>
<b>Policy Review Notification</b>	<b>Date:</b>
<b>Policy Review</b>	<b>Date:</b>
I certify this to be a true copy of the <b>Sponsorship Policy</b> as adopted by the Municipal Council of Richmond County at a Public Meeting held _____	
_____	
Shelley David, Municipal Clerk	

**1. Purpose**

1.1. The purpose of this policy is to outline the process for reviewing and processing sponsorship requests, ensuring transparency, fairness, and accountability in the review and allocation of sponsorship support.

**2. Scope**

2.1. This policy applies to non-profit organizations or community groups applying directly, as well as groups and individuals applying through an eligible host organization, for events, programs, or initiatives that benefit or represent the Municipality. Support may include financial support and in-kind contributions, or a combination of both.

**3. Roles and Responsibilities**

- 3.1. Municipal Council will be responsible for reviewing, amending, and adopting the Sponsorship Policy.
- 3.2. The Chief Administrative Officer (CAO) will be responsible for implementing and administering the Policy.
- 3.3. Municipal Staff will be responsible for processing applications, tracking sponsorship allocations, and reporting to Municipal Council as required.

**4. Eligibility**

- 4.1. Applicants must meet one of the following criteria:
  - a) be in good standing with the Nova Scotia Registry of Joint Stocks,
  - b) be a registered charity under the Income Tax Act; or
  - c) provide other proof of organizational status.



4.2. Groups or individuals that do not meet the criteria in 4.1 may apply through an eligible host organization, which will receive the funding on their behalf. These funds will not count toward the host's annual sponsorship limit.

## 5. Application Process

5.1. To apply, applicants must submit a completed Sponsorship Application Form, available on the Municipality's website or at the Municipal Office.

5.2. Applications are accepted year-round, and each applicant may submit only one application per fiscal year.

5.3. Applications will be evaluated based on alignment with the Municipality's strategic priorities and the responsible use of resources.

a) Requests of up to \$500 are reviewed by the CAO

b) Requests exceeding \$500 are reviewed by Municipal Council, typically at the Committee of the Whole from September to June.

5.4. In-kind contributions may be considered and approved by the CAO, evaluated based on staff capacity, operational priorities, and the availability of municipal resources.

## 6. Acknowledgement of Municipal Contributions

6.1. Organizations receiving sponsorship support must acknowledge the Municipality's contribution in all public communications (e.g., photo opportunities, social media recognition, etc.).

## 7. Policy Review/Amendment Schedule

Date of Review	Approved/Amended by Council



**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 **Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_.

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

**1. Purpose**

1.1. The purpose of this policy is to outline the process for pre-approving, approving, and reporting travel and related expenses in accordance with the Municipal Government Act (MGA) and the Municipal Financial Reporting and Accounting Manual (FRAM).

**2. Scope**

2.1. This policy applies to all reportable individuals, municipal employees, and citizen appointees to ABCCs, ~~and bona fide members~~ who incur approved travel and related expenses while performing official municipal duties, whether within or outside the Municipality of the County of Richmond (MOCR). This includes travel for meetings, site visits, training sessions, conferences, or other work-related activities approved in accordance with this policy.

**3. Definitions**

3.1. "ABCC" means Agencies, Boards, Commissions, and Committees, including those established by Council and those that are external.

3.2. "In District Travel" means travel within Richmond County, including Port Hawkesbury.

3.3. "Out of District Travel" means travel outside of Richmond County and Port Hawkesbury.

3.4. "Reportable Individuals" means members of Council, the Chief Administrative Officer (CAO), and any employees delegated the responsibilities or power of the CAO under section 29(b) of the MGA.



3.5. "Signing Authority" means the authorizing personnel responsible for pre-approving travel and approving the related expense claims. The table below shows the Signing Authority for each position:

Position	Signing Authority
Warden	CAO
Member of Municipal Council	Warden and CAO - preapproval CAO - expense claim approval
CAO	Warden
Director	CAO
Municipal Employees	Their Supervisory Director or CAO

#### 4. Roles and Responsibilities

4.1. Municipal Council will be responsible for reviewing, amending, and adopting the Travel and Expense Policy.

4.2. The CAO will be responsible for implementing and administering this Policy.

4.3. Signing Authorities will be responsible for pre-approving travel and approving expense claims in accordance with this Policy.

4.4. The Finance Department will be responsible for providing advice and assistance to Municipal Council and the CAO regarding the application of this Policy, monitoring travel expenses for appropriate use and consistency with policy directive, and processing travel expense claims.

#### 5. Policy Guidelines

5.1. All requests for travel must have a justifiable MOCR purpose and be within the parameters of the current budget to be approved and reimbursed. All travel requests must be pre-approved by the Signing Authority, who shall consider the necessity for travel on the basis of information provided on the claim form under the title "Purpose of Travel".

a) Travel that exceeds budgetary limits shall require Municipal Council approval in advance of travel.

b) For In District Travel that is part of the employee's routine duties related to their assigned position with the Municipality, the submission of an expense report (Schedule B), along with any receipts, will be taken as pre-approval.



- c) For In District and Out of District Travel that is part of a member of Council's routine duties to attend meetings of the ABCC to which they are appointed, the submission of an expense report (Schedule B) will be taken as pre-approval.
  - d) A Signing Authority is prohibited from pre-approving or approving travel and related expenses on their own behalf.
- 5.2. When multiple requests for travel for the same purpose are submitted, it will be determined how many representatives are required to attend on behalf of MOCR.
- a) Should a member of Council have a disagreement regarding their request for travel, the request will be reviewed with the Warden.
  - b) Council will be advised, where possible, of who is travelling.
- 5.3. Travel expenses for accommodations shall only be reimbursed if the traveler cannot reasonably be expected to commute to or from a function due to an early start, late finish, or adverse weather conditions.
- 5.4. Time of departure and return must be consistent with the timing of the function. Legitimate reasons for earlier/later departure/return should be documented on the claim form and discussed with the designated Signing Authority.
- 5.5. 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.
- 5.6. Shared vehicle use is encouraged, but only one traveler may claim mileage reimbursement per vehicle.
- 5.7. Persons using privately owned automobiles for municipal business travel are responsible for ensuring that the vehicle is properly insured for such use, that all relevant statutory requirements are complied with, and that insurance premiums are paid. The responsibility for insurance is entirely that of the privately owned vehicle's user/owner. The Municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles.



5.8. The Municipality of the County of Richmond does not provide travel or related expense advances. All reimbursements must be based on actual expenses incurred and supported by the required documentation or applicable per diem allowances, as outlined in this policy. Advances will not be issued in lieu of reimbursement.

## 6. Travel and Related Expenses

### 6.1. Accommodations

Item	Direct Billing	Credit Card	Reimbursement	Required Receipt	Notes
<b>Room reservations</b> • Are arranged by designated Departmental Staff.	x				Billed directly to the Municipality. Securing room incidentals is the responsibility of the traveller.
• If direct billing is not available. (Room and tax fees only.)		x			Subject to Corporate Credit Card Sign-out Procedures. Securing room incidentals is the responsibility of the traveller.
• In situations where the cost cannot be directly billed or charged to the corporate credit card.			x	x	Reimbursed at actual cost.
<b>Private Accommodations</b>			x		Per overnight stay. See Schedule A.
<b>Incidentals</b>			x		Pier Diem See Schedule A
<b>Parking, taxis, and tolls</b>			x	x	Reimbursed at actual cost incurred.
<b>Valet Parking</b>			Ineligible		An exception may apply if it is the only option.

### 6.2. Meals

Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
Full day of travel			x		Per diem allowance, see Schedule A
Full day of international travel			x		Per diem; reimbursed at the exchange rate at the time of travel.



Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
Meals that are provided free of charge or included in registration fees paid directly by the Municipality.			Ineligible		Exceptions may apply (i.e., Food allergies). Agendas must be included in the expense claim.
Meal expenses that exceed the per diem allowance.			Ineligible		Required pre-approval. It may be considered in exceptional cases, i.e., food allergies.

6.3. Vehicle Use/Air Travel

Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
Personal vehicle use for In District and Out of District Travel			x		Reimbursed at the current Provincial km rate; return travel from regular workplace or place of residence (whichever is less).
Personal vehicle use outside normal working hours (personal vehicle)			x		Claim mileage from place of residence.
Out-of-province travel, cost comparison required			x	x	Reimbursement is the <b>lesser of</b> : (i) economy airfare + airport parking + ground transport, OR (ii) mileage at Provincial rate.

6.4. Registration Fees for Conferences and Other Events

Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
<b>Registration</b> <ul style="list-style-type: none"> <li>Is arranged by Departmental Staff</li> </ul>	x				Billed directly to the Municipality.
<ul style="list-style-type: none"> <li>If direct billing is not available</li> </ul>		x			Subject to corporate credit card sign-out procedures.
<ul style="list-style-type: none"> <li>When direct billing and credit card use are not possible.</li> </ul>			x	x	Reimbursed at the actual cost incurred.



## 7. Exclusions

- 7.1. Alcohol purchases are not an eligible expense and will not be reimbursed.
- 7.2. 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 Municipal Council.

## 8. Preapproval

- 8.1. The Signing Authority may request additional information or justification to assess the necessity and appropriateness of the proposed travel.
- 8.2. Preapproval may be withheld if the travel request is deemed unnecessary, non-compliant with this policy, or exceeds budget limits.

## 9. Submission/Approval of Travel and Expense Claims

- 9.1. Completed and signed travel and expense claims must be submitted to the appropriate Signing Authority within 60 days after return, using Municipality forms (Schedules B or C).
- 9.2. All claims must include the required documentation. For meetings of Council-established ABCCs, the agenda is not required as they are available online. For other meetings, conferences, or events, where no agenda or documentation is available, the following details must be provided on the claim form or in a short written report:
  - a) Purpose of the meeting
  - b) Date and location
  - c) Start and end time
  - d) Participants
  - e) Brief summary of discussions
- 9.3. Itemized receipts are required for all expenses except per diem meal allowances and personal vehicle mileage for authorized travel.
- 9.4. For Out of District Travel, a copy of the advance approval from the Signing Authority is required.
- 9.5. The Signing Authority must ensure that the expense claim is consistent with this policy and is supported by receipts.



9.6. A signing authority may request additional explanations, documentation, or justification from the claimant and may refuse to approve any expense items claimed that are deemed unreasonable or non-compliant with this policy.

9.7. A Signing Authority may not approve expense claims submitted on the behalf of others.

## 10. Disagreement Resolution

10.1. Where there is disagreement as to the acceptability of specified expenses between the claimant and the authorizing personnel, the matter shall be referred to the CAO, Warden, or Director of Finance for resolution.

## 11. Adjustments and Overpayments

11.1. Any adjustments noted after a claim has been approved and paid will be indicated on the travel and expense claim form and initialed by the claimant. Any payment for adjustments of an over/underpayment will be reconciled on a subsequent claim. Adjustments may also be made before payment is issued.

## 12. Fraud, Misuse, or Misappropriation of Municipal Funds

12.1. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO, it must be reported immediately to the Warden.

12.2. Fraudulent irregularity, misuse, or misappropriation of municipal funds may result in disciplinary action.

## 13. Reporting Requirements

1.1 Staff shall prepare and publish a quarterly summary of travel expenses with supporting documentation on the Richmond County website within 90 days of the end of each fiscal quarter.

13.1. Municipal staff shall prepare an annual summary report of travel expenses for reportable individuals and file it with the Minister by September 30<sup>th</sup>.

## 14. Review Requirements

14.1. The Audit Committee shall review the annual summary of travel expenses for reportable individuals annually.



14.2. By January 31st, immediately following a regular election held under the Municipal Elections Act, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.

**15. Repeal and Replace**

15.1. This policy replaces the Travel and Expense Policy re-adopted on January 28, 2025.

**16. List of Schedules**

16.1. Schedule A: Approved Travel Rates

16.2. Schedule B: **In District Travel** and Expense Claim Form

16.3. Schedule C: **Out of District** Travel and Expense Claim Form

**17. Related Documents**

17.1. Municipal Financial Reporting and Accounting Manual (FRAM)

17.2. Nova Scotia Municipal Government Act (MGA)

17.3. MOCR Credit Card Policy

**18. Review and amendment schedule:**

Date of Review	Approved/Amended by Council
January 14, 2025	January 28, 2025 (re-adopted)
October 10, 2023	October 23, 2023



Travel and Expense Policy  
Schedule A: Approved Travel Rates

Category	Rate	Rate/Condition
<b>Travel</b>	Provincial rate (per km)	Personal Vehicle
<b>Meals (per day)</b>		
Breakfast	\$20.00	When travel starts before 7:30 a.m.
Lunch	\$25.00	When traveling away from home base
Dinner	\$30.00	When travel prevents return to home base before 6:00 p.m.
<b>Private Accommodations</b>	\$40.00	Per overnight stay
<b>Incidentals</b>	\$10.00	Per overnight stay