



**MUNICIPALITY OF THE COUNTY OF RICHMOND  
VFD PAYMENT AND REPORTING POLICY**

**Policy Review Notification: February 28, 2022**

**Policy Review Date: January 31, 2022**

**Approved by Council: March 21, 2022**

**I certify this to be a true copy of the VFD Payment and Reporting Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held March 21, 2022.**

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**Yvonne Boudreau  
Municipal Clerk**

This is the Municipality of the County of Richmond “VFD Payment and Reporting” Policy.

1. The Municipality of the County of Richmond recognizes the importance of volunteer fire department organizations and the services they provide to Richmond County residents and the community as a whole. The Municipality of the County of Richmond wishes to support the volunteer fire departments.
2. This Policy sets out the payment schedule on which fire departments will receive levy funds throughout the fiscal year as well as outlines the annual reporting required with deadlines.
3. Each Volunteer Fire Department interested in providing fire or emergency services to the Municipality of the County of Richmond must fill out an application annually for registration as a Fire Department or Emergency Services Provider as required under the Municipal Government Act (MGA). This requirement is contained in the annual reporting outlined in Schedule A.
4. Annual reporting as outlined in Schedule A is required and due on the last day of February in each fiscal year.
5. Subject to Section 4, levy payments will be distributed to volunteer fire departments as follows:

- First Payment: 50% in July
- Second Payment: 50% in March

6. If the reporting requirements in 4 above are not met, the Second Payment of 50% will be withheld until such time the reporting is submitted. If reporting requirements continue to be outstanding into a new fiscal year, the funds for that fiscal year will also be withheld until all reporting requirements are met.
7. Staff will prepare a report to Council in March of each fiscal year outlining the fire departments that have met the reporting requirements and highlight those who haven't.

| <b>VFD Payment and Reporting Policy</b> |                              |                              |
|---|------------------------------|------------------------------|
| Notice Given:                           |                              | <b>February 28, 2022</b>     |
| Motion to Adopt:                        |                              | <b>March 21, 2022</b>        |
|   |                              |                              |
| <b>Version Number</b>                   | <b>Amendment Description</b> | <b>Council Approval Date</b> |
| 1                                       | Adoption                     | <b>March 21, 2022</b>        |

## **SCHEDULE A**

### **RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENTS** **ANNUAL REPORTING CHECKLIST**

- Copy of “Active” Registry of Joint Stocks
- Financial Statements (Balance Sheet/Income Statement)  
(For most recently completed full fiscal year)
- Agenda and minutes from Annual General Meeting
- Bank Statements for all accounts at year-end date
- Budget for current/upcoming year
- Proof of registration as a Fire Department or Emergency provider under the  
Municipal Government Act (MGA)

**All reporting must be submitted by the last day of February each year to:**

Attn: Jason Martell, Chief Financial Officer  
Municipality of the County of Richmond  
PO Box 120, Arichat, NS B0E 1A0  
Email: [jmartell@richmondcounty.ca](mailto:jmartell@richmondcounty.ca)