



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

December 2025

The Committee met on December 2, 2025.

### **The Committee discussed the Delegations and Petitions to Municipal Council Policy**

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Delegations and Petitions to Municipal Council Policy as amended.

### **The Committee discussed the Hospitality Policy**

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

**This concludes the monthly report of the By-Law/Policy Committee for December 2025, and I move its adoption.**



## 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, and by-laws for which a public hearing has been scheduled **will not be 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 **as available**), 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
- f) Matters where there has been an opportunity for public input

7.2 The CAO and Warden reserve the right to decline a request; any declined requests will be communicated to Municipal Council.

## 8. Notification of Review

8.1 The Office of the CAO will provide written notice of the decision within ten (10) business days of the request being received. 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 or hard copy of their presentation material to the Office of the CAO within seven (7) business days before the scheduled meeting. Failure to provide presentation materials by the deadline will result in the item being 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
December 2, November 24, 2025	



**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 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, 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 “outside the Municipality” means outside the corporation of MOCR anyone not listed on the organization chart of MOCR.



3.3 “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 guests;~~
  - a) Engaging in official public matters with representatives from other governments, business, industry, or labour leaders, or other community leaders/**groups;**
  - b) ~~Sponsoring or~~ **H**osting conferences **or committees;**
  - c) Hosting ceremonies/recognition events; or



- d) 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 the current budget.**
- 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, **cultural proficiency significance**, protocol, business development, or promotional advocacy may be provided to individuals outside the Municipality when preapproved by the Signing Authority.
- 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 copy of the signed preapproved Hospitality Request Form;
  - The names and positions of the guests at the hospitality event;
  - The business objective for the expense; and
  - A detailed, itemized receipt for the expense.
- 8. Reporting Requirements**
- 8.1 Staff shall prepare and publish a quarterly summary of hospitality expenses with supporting documentation on the **MOCR** website within 90 days of the end of each fiscal quarter.
- 8.2 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>.
- 9. Review Requirements**
- 9.1 The Municipality Audit Committee shall review the Hospitality Expenses Summary Report annually.



9.2 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.

**10. Related Documents**

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

**11. Policy Review/Amendments**

Date of Review	Approved/Amended by Council
December 2, November 24, 2025	
January 14, 2025	January 28, 2025 (readopted)
March 26, 2018	April 23, 2018