

TOWN OF KENTVILLE POLICY STATEMENT G81

COMMITTEES, COMMISSIONS AND BOARDS



1.0 PURPOSE

1.1 The purpose of this policy is to

- 1.1.1 manage the creation and dissolution of Town Council Committees as required
- 1.1.2 to provide Council, staff and community members with a reference for council committees
- 1.1.3 serve as a reference in the formation of new Town Council Committees
- 1.1.4 provide guidelines for the organization of committees, committee membership, meeting practices, and roles of committee members
- 1.1.5 List current Town Council Committees.

2.0 ENABLING LEGISLATION

2.1 Section 26 of the Municipal Government Act enables council to establish, by policy, advisory committees which shall advise the council, as directed by the council. Sections 22, 23, 24, 25, 26, 44, 200 and 345 of the Municipal Government Act, as amended, provide a procedure and mandate for advisory committees at the Town of Kentville.

3.0 SCOPE

3.1 This Policy is applicable to all Committees of Council and their appointed members including elected officials, residents and designated town staff representatives.

4.0 DEFINITIONS

In this Policy:

- 4.1 "CAO" means the Chief Administrative Officer for the Town;
- 4.2 "Committee" in this document refers to a committee, commission, board or association, enacted by the Town of Kentville. The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 4.3 "Connection to the Town" means having some legitimate personal or professional interest in the town, such as but not limited to where a person grew up, went to school, worked for many years, or owned a business.
- 4.4 "Majority" is fifty percent plus one

- 4.5 "MGA" means the Municipal Government Act (Nova Scotia);
- 4.6 "Resident" means a person residing in the Town of Kentville.
- 4.7 "Standing Committee" means a committee of indefinite duration established by Council;
- 4.8 "Statutory Committee" means a board, commission, or committee established pursuant to a specific enabling statute or agreement.
- 4.9 "Special Committee" means a short-term committee established by Council to inquire into or deal with a specific issue;
- 4.10 "Terms of Reference" refers to a document that sets out what a committee will do and explains how the members will work together to achieve shared goals.
- 4.11 "Town" means Town of Kentville.
- 4.12 "Town Clerk" is the Town Clerk, as appointment by the CAO, for the Town of Kentville

5.0 PROCEDURES

Terms of Reference

- 5.1 All Council Committees require a Terms of Reference which are clear in purpose and easily recognizable as being for the public good.
- 5.2A Terms of Reference for each committee shall be included in Schedule A of this Policy.
- 5.3 All Committees are responsible for the review of their Terms of Reference and to make recommendations to Council for their amendment as often as deemed necessary or desirable by the Committee.
- 5.4 Committee meeting schedules shall be established in the Terms of Reference of each Committee.

Membership

- 5.5 Membership shall reflect desired experience, knowledge, expertise, and geographic representation in the community as it pertains to the committee.
- 5.6 When possible, membership of Committees shall be inclusive and diverse, and broadly reflective of the community.
- 5.7 The Mayor shall be an ex-officio voting member on all Committees of Council.
- 5.8 The CAO is a non-voting member of every Standing and Special Committee, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 5.9A committee member who is not a Council member shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule B; and may be reimbursed for expenses incurred as a committee member.

Appointments of Council Members to Committees

- 5.10 The Mayor may request that Council provide preferences for Committees that each member is interested in sitting on.
- 5.11 The Mayor shall recommend Council appointments annually in November unless the terms of the appointment are for more than one year.

Appointments of Residents to Committees

- 5.12 As and when required, opportunities to serve as a Committee member will be advertised appropriately by staff so that interested persons can apply.
- 5.13 Advertisements will be promoted for set period of time not less than 2 weeks, and must state the deadline of application.
- 5.14 After the closing date of the advertisement for a position on a committee has passed, voting members of that Committee will review all applications received.
- 5.15 If there are only enough applicants to fill the available vacancies and Council approves the candidates offering for the position, no further assessment is necessary.
- 5.16 If there are more than enough applicants to fill the available vacancies the committee will score the candidates according to the following criteria:
 - 5.16.1 Committee experience (on a committee of council or equivalent committee of any organization) -
1 point per year of experience to a maximum of 4;
 - 5.16.2 Educational, work, and volunteer experience relevant to the Committee's Terms of Reference -
1 point per year of experience to a maximum of 4;
 - 5.16.3 Representation of the community -
up to 2 points;
 - 5.16.4 Additional criteria as provided in the Committee's Terms of Reference -
up to 4 points.
- 5.17 Consideration for each candidate would be determined by the sum of the points received from each Committee member based on the criteria.
- 5.18 The Committee shall present the recommended resident appointments to Council at the next meeting of Council through a report from the Committee Chair.
- 5.19 Council may appoint a resident for one term of two (2), three (3) or four (4) years. One additional term can be applied for and approved at the discretion of Council.
- 5.20 Council shall consider Committee stability and membership continuity when considering member re-appointments for a consecutive term.
- 5.21 Except to the extent that committee membership is otherwise determined by statute, bylaw or policy, committee membership terms shall be provided to Council by the Town Clerk annually in November.
- 5.22 Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
- 5.23 Council is not obligated to appoint any candidate and may instead re-advertise for public members as needed.

- 5.24 The Town Clerk shall arrange for orientation for each new Committee member upon that member's appointment to the Committee.

Roles and Responsibilities

- 5.25 Each Committee shall elect a Chair and Vice-Chair as per the Terms of Reference or enabling statute, bylaw or policy.
- 5.26 The role of the Chair is to carry out the following duties:
- 5.26.1 Set the agenda, which will include the land acknowledgement;
 - 5.26.2 Ensure the committee follows the agenda;
 - 5.26.3 Prevent new issues from side-tracking the agenda;
 - 5.26.4 Limit additions to the agenda;
 - 5.26.5 Establish and maintain order and decorum;
 - 5.26.6 Respect members' views and be open-minded;
 - 5.26.7 Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion;
 - 5.26.8 Seek agreement and build consensus;
 - 5.26.9 Close debate and guide the group to resolution in a timely manner;
 - 5.26.10 Assist members to word motions clearly and succinctly;
 - 5.26.11 Participate in discussion but focus on presiding over the meeting.
- 5.27 The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

Committee Members

- 5.28 All members of Town Council Committees are expected to:
- 5.28.1 Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
 - 5.28.2 Understand their role as a Committee member;
 - 5.28.3 Understand the role of the Committee Chair, Council members and Town staff;
 - 5.28.4 Strive to attend all scheduled and special committee meetings;
 - 5.28.5 Recognize any limitations on your participation and inform the chair of these limitations;
 - 5.28.6 Prepare for meetings by reading agendas and any background information supplied;
 - 5.28.7 Actively participate in the discussion and decision-making process;
 - 5.28.8 Undertake any work assigned, including special projects, participation on subcommittees and research;
 - 5.28.9 Participate in ongoing training and regular workshops when appropriate;
 - 5.28.10 Be open-minded and allow for a variety of opinions to be heard;
 - 5.28.11 Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
 - 5.28.12 Refer to the Chair for questions and procedure;

- 5.28.13 Ask questions, and seek clarification through the Chair or staff;
- 5.28.14 Respect the decisions and finality of Council;
- 5.28.15 Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
- 5.28.16 In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as a resident, where appropriate;
- 5.28.17 As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Kentville; and
- 5.28.18 Sign and adhere to the Code of Conduct for Elected Officials.

Staff Support

- 5.29 The CAO shall appoint a staff person as a liaison/resource member to appropriate Committees. This member shall have no voting rights on the Committee.
- 5.30 The responsibilities of the staff include:
 - 5.30.1 Providing information and professional advice;
 - 5.30.2 Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
 - 5.30.3 Ensuring the preparation of minutes for all meetings; and review and approval of such at the next meeting;
 - 5.30.4 Minutes shall be annotated as "Approved" (with date) once approved by the Committee. Approved minutes of all Committee meetings shall be forwarded to the Town Clerk, or designate, and shall be made publicly available.
 - 5.30.5 Staff shall share agendas with Committee members, and posted for the public, at least three (3) business days before the scheduled meeting. For Town Council and Council agendas staff shall share agendas with Committee members, and the public, five (5) days prior to a meeting.
 - 5.30.6 Preparing appropriate technology for the committee.

Administration

- 5.31 Information or recommendations from a Committee to be considered by Council will be included in the agenda and package for the next regularly scheduled Committee meeting.
- 5.32 All meetings of Committees shall be open to the public and no person shall be excluded except in cases of improper conduct, or where the Committee is considering an item where, in accordance with section 22 of the MGA, the Committee is permitted or required to meet in closed session.
- 5.33 Committees may move or cancel a regularly scheduled meeting with five days' notice to all members, the CAO and the public.

- 5.34 Special meetings of a Committee may be called by the Chair with five days' notice to all of the members and the CAO.
- 5.35 Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a question.
- 5.36 Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.37 No member of a Committee shall give specific direction to any staff member at any Committee meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.38 A Committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.
- 5.39 In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

Resignation of Member

- 5.40 Any resident member of a Committee wishing to resign from the committee is requested to provide the resignation in writing to the Committee Chair with a copy to the CAO, who will inform Council of the vacancy.
- 5.41 A Council member of a committee may ask to leave a Committee prior to the expiration of their term, and Council may grant such request if the Mayor believes it would not unduly impact the work of the committee. The Mayor shall appoint a new Council member to fill any Council vacancy on a Committee.

Removal of Member from Committee

- 5.42 Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and the Chair shall advise Council of the vacancy.
- 5.43 A resident member on a Committee who has completed two consecutive terms shall take a leave for one term, unless no applications have been received for the expired term.
- 5.44 At the request of the Committee or on its own initiative, Council may remove or request the resignation of any of its Committee appointees, whether a resident member or Council member, who, in Council's opinion, are unable or unwilling to fulfill the mandate of the Committee.

Accessibility

- 5.45 Committee meetings shall be held in a location that is reasonably accessible by members and the public, whenever possible by schedule, facility, staff capacity or technology.

- 5.46 To facilitate accessibility, Committee meetings will be recorded or livestreamed when possible and appropriate. Should technical difficulties arise, and livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Kentville website or Youtube channel when reasonably possible.

New Committees

- 5.47 In considering the formation of a new committee, Council will request that staff prepare a report to Council that includes a Terms of Reference for consideration by Council prior to establishing the committee.

Task Teams

- 5.48 Council may appoint special Task Teams from time to time to undertake the review of a specific issue or short- term project and to remain in place only as long as there is a continuing need for the work of that Task Team as determined by Council.
- 5.49 In appointing a Task Team, Council shall fix clear terms of reference, a time limit not exceeding two years, for the Task Team to report, and the procedure to be followed in the selection of a Task Team Chair.

6.0 ASSOCIATED DOCUMENTS

- 6.1 Schedule A, Provisions for Each Committee
6.2 Schedule B, Non-Council Honorariums

7.0 POLICY REVISION HISTORY

Date Created: April 28, 2025

Revisions:



Interim Chief Administrative Officer Kevin Matheson

SCHEDULE A

Provisions for each committee

Generally, each Committee's Terms of Reference will include: Background, Mandate, and Membership. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. When appropriate there may also be a section on procedures on administration for the committee.

List of Active Committees (Updated March 2025):

Audit Committee

Board of Police Commissioners

CAO Selection and Evaluation Committee

Council Advisory Committee

Equity and Belonging Committee

Kentville Heritage Committee

Kentville Inclusion and Access Advisory Committee

Kentville Investment Advisory Committee

Kentville Source Water Protection Advisory Group

Kentville Water Commission

Names List Committee

Planning Advisory Committee

Audit Committee

Background

Per the Municipal Government Act section 44, Council shall annually appoint an Audit Committee. The responsibilities of the Audit Committee include:

- A detailed review of the financial statements of the Town of Kentville with the auditor.
- An evaluation of internal control systems and any management letter with the auditor.
- A review of the conduct and adequacy of the audit.
- Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- Such other matters as may be determined by the Council to be the duties of an Audit Committee.

Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

- Acceptance of the audit;
- Reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and
- Reappointment of the two (2) resident representatives.

Committee Membership

The Audit Committee consists of two (2) Council members and two (2) resident representatives appointed annually by Council (per the MGA). The Mayor is Chair of the Audit Committee. An audit committee must also include a minimum of one additional person who is not a member of council or an employee of the municipality – who is an independent financial consultant. The Director of Finance or their designate is the staff support for this committee.

Procedures

Unless otherwise specified, regular meetings of the Audit Committee shall be held at least twice annually. One or two meetings shall take place prior to the annual audit and another meeting shall take place following conclusion of the audit. All minutes of meetings and records of the committee shall be open to the public.

Board of Police Commissioners

Background

Per the Nova Scotia Police Act, section 44, every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.

Mandate

The advisory group for the Kentville Police Service, the Police Commission works to help strengthen and improve the Police Service.

Membership

The Board of Police Commissioners shall include two members of council appointed by resolution of the council, two resident members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and one resident member appointed by the Minister.

CAO Selection and Evaluation Committee

Background

Town Council has a responsibility to hire and review the performance of the Chief Administrative Officer (CAO) and provide feedback to them in a regular and timely manner.

Mandate

The mandate of this group is to

- (a) provide direction for the hiring of a CAO and
- (b) provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals.

Membership

The Committee consists of the Mayor and all Council members, and the Mayor is Chair of the Committee.

Procedures

Regular meetings of the Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

The committee shall lead an annual appraisal of CAO. Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to March 31. The evaluation will be reviewed with the members of Council.

Subsequent to the conduct of the CAO appraisal, the Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

Council Advisory Committee

Committee Mandate

To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, except where Council determines that consideration by this committee is unnecessary or inadvisable.

Committee Membership

Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member. The chair of the Council Advisory Committee is the Mayor of Kentville. The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

Equity and Belonging Committee

Within the Provincial Government's Dismantling Racism and Hate Act (the Act), the Town of Kentville has a responsibility to address racism and hate within the municipal organizational structure as well as in community. Therefore, The Equity and Belonging Committee was created in 2025 to represent the Town's commitment to creating a welcoming and diverse workplace and greater Kentville community.

Committee Mandate

The Equity and Belonging Committee identifies and advises on removing barriers within Town services, programs, organizational structure and employment opportunities through encouraging practices that foster a sense of belonging and equity within the workplace and Kentville community. The committee supports the Town of Kentville to become an equitable service provider in accordance with Nova Scotia's Dismantling Racism & Hate Act ("the Act"). In addition, the Committee reviews and provides input on the development and regular evaluation of the Town of Kentville's Equity and Belonging Plan, including Framework Development and Equity Action Plan.

Committee Membership

The committee consists of seven (7) voting members who reside within the boundaries of the Town or connected to the town, and they are entitled to honoraria. At least four (4) of the members must identify as representatives from equity-deserving communities. Two (2) members are members of Council.

Kentville Heritage Committee

Background

The Heritage Committee was created in 2023 to develop a Heritage Properties Bylaw for the town. The Heritage Properties Bylaw was approved by Council in January 2025.

Mandate

The Heritage Committee has a mandate to create, administer, review and revise the Heritage Properties Bylaw.

Membership

The committee will consist of five (5) voting members. Two (2) members will be members of Council and three will be residents or connected to the town. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee. The Director of Planning and Development or their designate is the staff support for this committee. The Deputy Clerk provides administrative support.

Kentville Inclusion and Access Advisory Committee

Background

The Kentville Inclusion and Access Advisory Committee was legislated by the Province of Nova Scotia in 2020, such that all municipalities would have an advisory committee of Council to create and implement an accessibility plan, and to review that plan every 4 years. The Kentville committee was created in 2020. The first plan was approved in 2021.

Committee Mandate

The Kentville Inclusion and Access Advisory Committee advises Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

Committee Membership

The committee will consist of seven (7) voting members who reside within the boundaries of the Town or connected to the town, and they are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council.

Investment Advisory Committee

Background

Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” This committee was created in 2000 to manager this fund and stay in compliance with Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.

Mandate

The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission.

The investment Committee meets monthly with the Investment Manager/Advisor to review the past month’s progress and the position of the Fund.

Membership

The Investment Committee consists of four voting members: two (2) Council members (one of which can be the Mayor) and two (2) resident appointees. Two (2) resident representatives will be appointed by Council for a two- year term of service and reviewed annually. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.

Kentville Source Water Protection Advisory Group

Background

The Kentville Source Water Protection Advisory Group (SWPAG) is subject to oversight by Nova Scotia Environment for the regulation of water safety issues.

Mandate

SWPAG is responsible for the Land Use Bylaw wellfield protection guidelines of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.

The Kentville Source Water Protection Advisory Group shall meet quarterly.

Membership

The SWPAG is comprised of one (1) Councillor, one (1) resident representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The Mayor is chair of this committee. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote. The resident representative will be appointed by Council for a two- year term of service and reviewed annually.

Kentville Water Commission

Background

The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting.

Mandate

The Water Commission exercises its mandate through the following:

- Approval of the Capital budget;
- Approval of the Operational budget;
- Review and promulgation of the Annual Report; and
- Review of Water Commission Operations with provincial regulations.

The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

Membership

The commission is comprised of three (3) Councillors, one (1) resident representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The Mayor is chair of this committee. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote. The Director of Engineering and Public Works or their designate is the staff support for this committee.

Names List Committee

Background

In 2022, the Inclusion and Access Advisory Committee created a task team to examine the issue of renaming streets in Kentville. The results of this project were defined in policy statement G78 Municipal Asset Naming and Renaming Policy whereby:

(a) a process to rename streets and municipal assets, which was applied to the renaming of Cornwallis Street to Bridge Street and

(b) a list of potential names available to staff and developers for new or renamed municipal assets or publicly accessible assets. The Names List Committee was struck to review and manage this official list of names.

Mandate

The Municipal Asset Naming Committee has a mandate to:

- Review and screen all suggestions and requests for changing a street name, or naming a municipal asset;
- Organize the Names List (Schedule B) into themes and prioritize the names for selection within each theme;
- Delegate maintenance of the Names List to appropriate staff;
- Notify the nominator and/or family when a name is selected for use;
- Provide street name recommendations to Council.

Membership

The Names List Committee shall consist of three (3) members of the public representing diverse community interests; and two (2) members of Council. Staff from the Planning and Development Department provide technical support and guidance to this committee.

Planning Advisory Committee

Background

The Planning Advisory Committee (PAC) was established in 2025 provides advice and recommendations to Council on matters related to land use planning, development policies, and long-term strategic growth.

Mandate

The primary mandate of the PAC is to review and provide recommendations on planning applications, zoning by-law amendments, and Municipal Planning Strategy updates. The PAC serves as a consultative body, fostering public engagement and contributing to informed decision-making.

PAC aims to:

- Review and provide recommendations on planning applications, zoning by-law amendments, and Municipal Planning Strategy updates.
- Promote sustainable development practices in alignment with municipal goals.
- Serve as a platform for community input on planning matters.
- Identify and advise on emerging trends, challenges, and opportunities in municipal planning.

The PAC will meet monthly or at the call of the Chair, with additional meetings scheduled as necessary. Meetings will be open to the public and follow applicable procedures for transparency and accessibility.

Membership

The committee will consist of six (6) voting members. Three (3) members will be members of Council, including the Mayor as Chair. Three (3) members will be selected from the public with an emphasis on selecting those representing diverse community interests, including residents, business owners, and subject matter experts (e.g., urban planning, environmental sustainability). Members shall serve staggered two-year terms to ensure continuity. Members may be reappointed for a maximum of two (2) consecutive terms.

SCHEDULE B

Non Council Honourariums

Monthly Meetings	\$400 per year
Bi-monthly Meetings	\$200 per year
Quarterly Meetings	\$200 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to initiation of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 "Travel, Meals and Miscellaneous Expenses".

