



Policy 28 **HOSPITALITY**

POLICY PURPOSE

- 28.1 It shall be the policy of the Municipality of the District of Shelburne to provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.
- 28.2 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, business development or promotional advocacy.
- 28.3 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

POLICY AUTHORITY

- 28.4 Pursuant to the *Municipal Government Act* of Nova Scotia, each municipality shall adopt a hospitality policy.

POLICY DETAILS

- 28.5 Expense Authorization:
- a) All hospitality events require prior authorization on the Municipality's Hospitality Expense Authorization form.
 - b) A request for prior authorization for hospitality events requires the following information:
 - i. rationale/purpose of the event;
 - ii. estimated numbers of attendees and their respective affiliations;
 - iii. if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
 - iv. estimated itemized costs including gratuities and supplementary expenses, broken down into categories of meals, gifts, meeting space and other.
 - c) Requests for hospitality events shall be reviewed by either the CAO or their designate, or Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event. No person shall authorize their own expense.
 - d) In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include an explanation outlining the reasons prior approval was not possible.

- e) Prior to reimbursement of hospitality expenses the Hospitality Expense form must be completed with final figures including supporting itemized receipts, and shall be signed by either the CAO or their designate, or Council
- f) Every attempt will be made for hospitality expenses to be invoiced directly to the Municipality or be paid with the Municipal credit card; however, in instances where an individual is required to incur a hospitality expense, the individual will submit a separate expense claim form for reimbursement. An individual can not be reimbursed for alcohol purchases.

28.6 Policy Directives:

- a) This policy shall apply to all members of Council and employees of the Municipality;
- b) A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:
 - i. Hosting foreign dignitaries, ministers, other municipal units, etc;
 - ii. Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - iii. Sponsoring or hosting conferences;
 - iv. Hosting ceremonies / recognition events; and
 - v. Other official functions, as approved by the CAO, their designate or Council.
- c) Approved expenditures may include:
 - i. Meals;
 - ii. Gifts;
 - iii. Meeting Space;
 - iv. Other expenses as approved by the Chief Administrative Officer, their designate or Council.
- d) While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate, or Council.
 - i. The Municipality, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
 - ii. The Municipality will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

iii. If alcohol is provided at a hospitality event, food must be served.

28.7 Reporting Requirements:

- a) The Municipality must prepare a hospitality expense report at the end of each fiscal quarter;
- b) The Municipality must post the quarterly hospitality expense reports on the Municipal website within 90 days of the end of each fiscal quarter; and
- c) The Municipality must prepare an annual summary schedule to be filed with the Minister, which complies with their financial reporting requirements, by September 30th of each year.

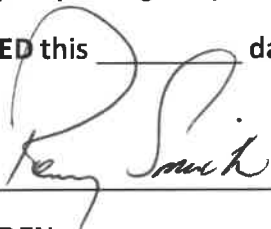
Financial Information Return (FIR) Statement of Hospitality Expenses Schedule		
Hospitality Event	Quarter	Expenses
Meals and Beverage Expenses		
Gifts		
Meeting Space		
Other		
Quarter Total		

28.8 Review Requirements:

- a) Annually, the Municipality's Audit and Internal Control Committee must review the Annual Summary Schedule; and
- b) By January 31st, immediately following a regular election, Council shall review the hospitality policy; either re-adopt or adopt an amended policy.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Hospitality on the 22nd day of January, 2018.

SIGNED this _____ day of _____, 2018



WARDEN



CHIEF ADMINISTRATIVE OFFICER

Approved by Council: January 22, 2018

Effective Date: January 22, 2018

Amended Date: May 27, 2019 (Amended to reflect new legislation requirements)