



PURPOSE

The purpose of the Hospitality Policy is:

1. To identify which expenses qualify as hospitality; and
2. To provide Council direction and guidance on the appropriate expensing of hospitality purchases that support the Municipal objectives.

SCOPE

All elected Officials and Reportable Individuals are subject to this policy and its contents.

DEFINITIONS

Term	Definition
Councilor	Any elected member of the East Hants Municipal Council.
Hospitality	Expenses incurred while hosting or attending events while representing the Municipality of East Hants. Eligible expenses include meals, alcoholic and non-alcoholic beverages, and other approved items.
Reportable Individual	Any individual who holds one of the following positions: <ul style="list-style-type: none"> • Warden; • Councilor; or • Chief Administrative Officer (CAO).

POLICY

POLICY STATEMENT

1. The Municipality of East Hants recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development, or promotional advocacy.
2. The offering of hospitality will be done in such a manner to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds by establishing uniform standards respecting Reportable Individuals' hospitality claims.



Hospitality

3. The Municipality will cover approved hospitality expenses in the following situations when they further Municipal goals and strategies:
 - 3.1. Hosting foreign dignitaries;
 - 3.2. Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - 3.3. Sponsoring or hosting conferences;
 - 3.4. Hosting ceremonies / recognition events; and
 - 3.5. Other approved, official functions.

Authorization

4. Subject to this policy, all hospitality events require prior authorization. Requests for hospitality events shall be reviewed by the CAO and Warden, who shall consider the value and benefit of the proposed event concerning its cost.
5. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and include a document outlining the reasons prior approval was not possible.
6. The Assistant Municipal Clerk is responsible for approving hospitality expense claims. The Warden may also review hospitality expense claims for the Chief Administrative Officer (CAO).

Alcohol

7. It is the Municipality's standard for hospitality to provide non-alcoholic beverages. When deemed acceptable, and under limited circumstances, alcohol may be provided as part of hospitality under the previously defined hospitality situations. When providing alcohol, all applicable liquor laws must be adhered to, in addition to the contents of this Policy. Municipal representatives must always remain responsible and professional if consuming or purchasing alcohol.

Gifts

8. The giving of token gifts for diplomacy, protocol, business development, or promotional advocacy to individuals outside of government (value not to exceed \$200.00) can be appropriate.
9. Under exceptional circumstances, or where approved in other policies, gifts may exceed \$200.00. Giving gifts that exceed this value requires a request to Council outlining:



- 9.1. Rationale/ Purpose of the gift;
- 9.2. Estimated cost of the gift;
- 9.3. Recipient of the gift; and
- 9.4. Where the gift was sourced from.

Claims for Reimbursement of Hospitality Expenses

- 10. Claims for reimbursement of hospitality expenses must be submitted on the 'Multi-purpose Travel Expense Form' and shall be signed by the claimant.
- 11. Per the *Municipal Government Act*, Hospitality expense claims must include the following:
 - 11.1. A copy of the signed hospitality event authorization for which the expense was incurred;
 - 11.2. The names and positions of the guests at the hospitality event;
 - 11.3. The business objective for the expense; and
 - 11.4. A detailed itemized receipt for the expense.
- 12. In considering a hospitality expense claim for payment, Council or the CAO may request additional explanations, documentation, or justification from the claimant and may refuse to approve any claim or expense that did not have prior authorization or that Council deems is unreasonable or not in compliance with this policy. Claimants may not authorize their expense claims.
- 13. The creation of this policy does not supersede the standard expense policy or means of claiming.

Reporting Requirements

- 14. Pursuant to Section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality will:
 - 14.1. Within ninety (90) days of the end of each fiscal quarter, prepare and post a hospitality expense report on the Municipal website that describes all of the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter; and
 - 14.2. By September 30th of each year, prepare and file with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner, if necessary, by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Reportable Individuals	<p>Reportable Individuals will:</p> <ul style="list-style-type: none"> • Abide by the contents of the Policy.

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
<i>Municipal Government Act</i>		Legislation



Document Name	Document ID	Document Type
Travel Expense Policy		Policy
Council Expense Policy		Policy
Council Multi-purpose Expense Form	CL02-12	Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Creation of Policy	Policy Analyst	Director of Corporate Services	Council	June 29 th , 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk