

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

<p>Hospitality Policy H-068-17</p>	<p>Effective Date: Nov 22, 2017</p>
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Part 1 Policy Intent

The Municipality of Yarmouth 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, recognition, business development or promotional advocacy. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

Part 2 Hospitality

Hospitality means expenses incurred while hosting individuals from outside of municipal government and for municipal recognition purposes including receptions, ceremonies, conferences, business meetings, performances, or other group events. Allowable expenses may include meals, beverages or other approved items.

Part 3 Policy Objective

- To provide direction and guidance to Council and Chief Administrative Officer (CAO) with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.
- 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, recognition, business development or promotional advocacy.
- To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Part 4 Application

This policy applies to Councillors and employees who incur approved hospitality expenses while conducting government business.

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Part 5 Policy Directives

Hospitality may be offered under the following circumstances:

- hosting dignitaries;
- engaging in official public matters with representatives from other governments, business, industry/labour leaders, or other community leaders;
- sponsoring conferences;
- hosting prestigious ceremonies/recognition events; or
- other official functions, as approved by the Council or the CAO.

Part 6 Authorization

All hospitality events require prior authorization by Council or the CAO and require that the *“Request and Approval to Incur Hospitality Event Expenses”* Form (Appendix A) be submitted to the CAO’s office for approval. Information contained on this form includes but is not limited to:

- rationale/purpose of the event;
- estimated numbers of attendees and their respective affiliations; and,
- estimated itemized costs including gratuities and supplementation expense where possible.

Part 7 Business Meetings

Under this policy, the Warden and CAO will have the authority to expense business expenses in a municipally beneficial prudent manner. From time to time Department Heads, Deputy Warden or other Councillors may also be approved by the CAO or Council. The claim for reimbursement or payment must be accompanied by itemized receipts.

Part 8 Serving of Alcohol Products

While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcoholic beverages only in the context of hospitality for reasons of diplomacy, protocol, recognition, business development or promotional advocacy is deemed an acceptable

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expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event or business meeting must have approval by Council or CAO. Employees 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. Authorized officials will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests, and food must be served. Preferences will be given to alcoholic beverages produced in the Municipality of Yarmouth and/or Nova Scotia.

When a situation arises and discretion needs to be exercised, the CAO or designate should consider whether the request is:


1. Able to stand up to scrutiny by auditors and members of the public,
2. Properly explained and documented,
3. Fair and equitable,
4. Reasonable, and
5. Appropriate.

Part 9 Policy Review

No later than January 31st following an election year, Council shall formally review this policy by way of motion, to ensure that the contents of the policy are in accordance with provincial legislation and best practices.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	November 6, 2017
Date of Passage of current Policy	November 22, 2017
I certify that this Hospitality Policy was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>Nov 22, 2017</u> Date

Date last reviewed: October 16, 2017

Date last amended: November 22, 2017

Date last reviewed by the By-Law and Policy Review Committee: October 16, 2017

Appendix A

REQUEST AND APPROVAL TO INCUR HOSPITALITY EXPENSES

All hospitality-related expenses require prior authorization whenever possible. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

Event description

Employee/Councilor requesting expense	
Type of event	
Location	
Date of event	
Purpose of event	

Estimated Hospitality Expense Details

Estimated number of attendees	
Meals and non-alcoholic beverages (including gratuities)	
Alcoholic beverages	
Meeting space	
Gift costs	
Other expenses (provide details)	

Employee/Councilor signature

Date

Approved by

Date