

COUNCIL POLICIES AND PROCEDURES

SECTION - H

MISCELLANEOUS

SUBJECT: Hospitality Number H-24

APPROVAL DATE: November 2, 2016

PREAMBLE: The Municipality of the District of Guysborough 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.

HOSPITALITY:

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

POLICY OBJECTIVE:

- To provide direction and guidance to CAO or designate 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.

APPLICATION:

Applies to approved officials who incur hospitality expenses while conducting government business.

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 Chief Administrative Officer (CAO) and/or their designate.

Authorization:

All hospitality events require prior authorization by Council, the CAO or their designate.

Any request for hospitality events requires the following detail:

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

Business Meetings:

Under this policy, the Warden, CAO, Deputy CAO and Director of Economic Development will have the authority to expense business expenses in a municipally-beneficial prudent manner; and, from time to time other Department Heads approved by the CAO or designate; and the Deputy Warden or a Councillor as approved by Council.

The claim for reimbursement or payment will provide itemized receipts.

Serving of Alcohol Products:

While the standard for hospitality is the provision of non-alcoholic beverages, the provision of beer and wine products only in the context of hospitality for reasons of diplomacy, protocol, recognition, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event or business meeting must have approval by Council, CAO or designate.

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 wine or beer produced in the District of Guysborough and/or Nova Scotia.

ACCOUNTABILITIES:

Warden and Council are responsible for:

- Overseeing hospitality-related expenses for the CAO or designate and hospitality expenses that are approved by the CAO or designate; and approving hospitality for events that Council see as warranted under this policy.

- Ensuring compliance with the requirements established by this policy with respect to hospitality expenses.
- Consistent application of this policy

CAO or designate is responsible for:

Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this policy. When exercising discretion, the following factors must be considered.

- Ensuring all hospitality events and related expenses initiated or incurred by a Department Head is approved.
- Approving requests and claims for hospitality-related expenses for Department Heads and in instances where the actual cost of the hospitality event exceeds the estimated cost.

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.

Employees are responsible for:

- Acting in accordance with this policy.

The **Finance Department** is responsible for:

- Providing advice and assistance to Council, CAO or designate regarding the application of this policy;
- Monitoring hospitality expenses for appropriate usage and consistency with policy directives; and,
- Processing hospitality-related expense claims.

MONITORING

The Finance Department shall monitor the effectiveness and consistent application of this policy including coordinating periodic reviews of hospitality expenses to ensure compliance with this policy.

CAO or designate shall provide documentation deemed necessary to conduct any reviews of this policy.

Warden Vernon Pitts

Chief Administrative Officer
Barry Carroll

Date

Request and Approval to Incur Hospitality Event Expenses at Receptions Where Alcohol is Being Served

All hospitality-related expenses require prior authorization whenever possible. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy H-24 for further information.

Destination and Purpose

Date of Request	
Department	
Employee Name	
Title	
Destination	
Date of Event	
Purpose of Event or Activity	

Assignment of Costs

GL	
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Estimated Hospitality Expense Details

Number of attendees	
Meal & Non-alcoholic beverage costs	
Alcohol costs	
Meeting space costs	
Gratuities	
Gift costs	
Other expenses	

Approval

CAO/Deputy CAO

Date