



POLICY

Hospitality Policy	
Policy Number: 120-016	Supersedes Policy Number: Not Applicable
Effective Date: 2019-01-01	Approved by Council Motion Number: 19-01-19

1.0 Purpose

It is the policy of the Town of Wolfville to recognize 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.

The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures with the goal to:

- 1.1 Provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the **Town's** objectives.
- 1.2 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.
- 1.3 Ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency

2.0 Scope

This Policy is applicable to Town Council elected officials, CAO, and employees seeking reimbursement for hospitality expenses.

3.0 References

- 3.1 Nova Scotia Municipal Government Act (MGA) Section 65A



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4.0 Definitions

- 4.1 **Policy** means a course or principle of action adopted or proposed by a government, party, business or individual.
- 4.2 **Hospitality and Hospitality Event** is a reception, ceremony, conference, or other event that involves hosting individuals from outside the **Town of Wolfville**. Hospitality may be offered under the following circumstances in accordance with this policy:
- (a) Hosting out of foreign dignitaries;
 - (b) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (c) Sponsoring or hosting conferences;
 - (d) Hosting ceremonies / recognition events; and
 - (e) Other official functions, as approved by the CAO.
- 4.3 **Routine Town of Wolfville Business** is any legitimate conduct of business covered under Town Policy 120-008 and NOT eligible under this Policy 120-016 as Hospitality or Hospitality Event, i.e. if an expense is not eligible under clause 4.2 above, then it will be administered by reference to Policy 120-008.
- 4.4 **Signing Authority**, for the purposes of this Policy, are the individuals responsible for the administration of this Policy and approving reimbursement claims prior to submission to the Accounts Payable process.
- 4.5 **Town** includes any expenses by the Wolfville Volunteer Fire Department which are to be paid by the Town of Wolfville. Not included are activities/expenses of the Wolfville Volunteer Fire Department which are paid through the Volunteer organizations bank account.

5.0 Policy

- 5.1 Subject to this policy, all hospitality events require prior authorization.
- a. Requests for prior authorization should be in writing and include:
 - i. Rationale/purpose of the event;
 - ii. Estimated number of attendees and their business 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 cost anticipated.



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- b. Requests shall be reviewed by the CAO (or designate), who shall consider the value and benefit of the proposed event in relation to the estimated costs in deciding whether to approve the expenditure(s) under this Policy.
- c. In instances where approval has not been obtained prior to hospitality expenditures, then information required under 5.1.a must be submitted to the CAO along with documented reasons why prior approval was not possible.

5.2 **Reimbursement for alcoholic beverages may be considered under this Policy.** 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 the CAO (or designate).

- a. Town 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.
- b. Town employees and members of Council will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
- c. If alcohol is provided at a hospitality event, food must be served

5.3 For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government is sometimes appropriate. Any giving of gifts requires prior approval by the CAO (or designate). No specific dollar limit is set by this Policy. The maximum to be spent on a gift shall be reasonable and appropriate under the circumstances of the specific hosting event.

5.4 Claims for reimbursement of hospitality expenses must be submitted on the form provided by the Town and shall be signed by the Claimant

- a. Receipts are required for reimbursement of all hospitality expenses.
- b. A copy of the signed prior authorization for the hospitality event for which the expense was incurred shall be submitted with claim; and
- c. The names and positions of the guests at the hospitality event shall be submitted



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- 5.5 No hospitality expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities. Hospitality expense reports must be submitted and approved as follows:
- a. Staff hospitality expense reports must be approved by their respective Department Head and CAO
 - b. Chief Administrative Officer (CAO) hospitality expense report must be approved by the Mayor and Chair of Audit Committee
 - c. Expense reports for the Mayor will be approved by the CAO and Chair of Audit Committee.
 - d. Council expense reports will be approved by the CAO and Mayor.
- 5.6 **Reporting Requirements** will be in accordance with MGA s. 65A and include the following:
- a. Within 45 days of the end of each fiscal quarter, prepare and post a hospitality expense report on the Town's website that describes all of the hospitality expenses incurred, including purchases of alcohol, during the quarter;
 - b. By July 31 of each year, prepare and post a hospitality expense report on the Town's website that describes all of the hospitality expenses incurred, including purchases of alcohol, during the previous fiscal year.
 - c. Annually submit all required documentation to the Minister of Municipal Affairs in accordance with requirements set out in the Financial Reporting and Accounting Manual.



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- 5.7 **Review Requirements** will include the following:
- a. By July 31st of each year, the Audit Committee shall review the annual hospitality summary report.
 - b. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

CAO or Town Clerk

2019-01-23

Date