



Policy: **Hospitality Policy**

Date Originally Approved: March 28, 2018

Motion: "That Council approves the Hospitality Policy as presented." Motion Carried.

Municipality of Colchester

Hospitality Policy

Purpose

The Municipality of Colchester 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. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

The purpose of this Policy is to:

1. Provide direction and guidance to Council members and employees with respect to the appropriate expensing of necessary hospitality expenses that support the Municipality's objectives;
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.
3. Ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Definitions

Municipality - means the Municipality of Colchester.

Council - means the Council for the Municipality of Colchester.

Council Member – means an elected member of Council.

Employee – means an employee of the Municipality of Colchester.

Hospitality – expenses incurred while hosting individuals from outside of the corporation of the Municipality of Colchester for reasons outlined above including receptions, ceremonies, conferences, performances, or other group events. Allowable expenses may include meals, beverages or other approved items.

Terms of Policy

This Policy applies to all Council members and employees of the Municipality who incur hospitality expenses while conducting government business.

1. 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 authorized official functions, as approved.
2. Authorization – All hospitality events require prior authorization by the CAO or his/her designate. If the CAO or designate incurs a hospitality expense, it must be approved by the Mayor.

Any request for prior authorization 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 supplementary expenses.
3. Serving of Alcohol – While the standard for hospitality is often 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 acceptable in limited circumstances.

Alcohol served at hospitality events will not be paid for or reimbursed by the Municipality, but may be offered to individual attendees for purchase.

Any request for approval to serve alcohol at a hospitality event must be approved in advance of the event.

Hospitality events involving alcohol must: be appropriately licensed; be staffed with professional servers; have appropriate drink limits in place; serve food; and offer alternative transportation.

All employees and Council members are expected to act responsibly in the care and well-being of themselves, other employees and their respective guests with respect to service of alcohol.

Accountabilities

The **CAO** will approve requests and claims for hospitality-related expenses and will ensure compliance and consistent application of this Policy.

The **Mayor** will approve requests and claims for hospitality-related expenses submitted by the CAO or designate while ensuring compliance and consistent application of this Policy.

The **Director of Corporate Services** will process approved hospitality related requests for reimbursement; will prepare a hospitality report within 90 days of the end of each fiscal quarter to be posted on the Municipality's website; and file an annual summary report with the Minister of Municipal Affairs by September 30th.

The **Claimants** will act in accordance to this Policy and will submit all necessary details when seeking approval and reimbursement for hospitality related expenses.

Review

By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review the Hospitality Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt as amended.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): March 5, 2018

Date of Passage of Current Policy: March 28, 2018

I certify that this Policy was adopted by Council as indicated above.

Rob Simonds
Municipal Clerk

April 4, 2018
Dated



Hospitality Request Form

Purpose for hospitality:

Estimated number of attendees: _____ **Actual number of attendees:** _____

Affiliations of attendees:

Itemized costs including gratuities and supplementary expenses:

Item	Estimated Cost (pre event)	Actual Cost (post event)
TOTAL		

Claimant Name: _____

Claimant Signature: _____

Date: _____

Hospitality Pre-Authorization: _____

Date: _____

Reimbursement Approval: _____

Date: _____

*Attach receipts to this completed form for reimbursement