

Policy: **AD-013**

Coverage: **Elected/Appointed  
Officials; Town Employees**

Council Approval: February 13, 2018

Effective Date: February 13, 2018

## **Hospitality Expense Policy**

### **1. Purpose**

1.1. 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. This policy provides guidance to ensure the offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

### **2. Scope**

2.1. This policy will apply to all elected officials of the Town, Citizen Appointees to committees, boards and agencies of the Town and to all employees of the Town.

### **3. References**

3.1. Subsection 23(3)(a) Nova Scotia Municipal Government Act, *RSNS 1998, c.18* (MGA)

### **4. Definitions**

4.1. Hospitality Expenses means costs incurred while hosting individuals from outside of government for reasons outlined above including receptions, ceremonies, conferences, performances, or other group events..

4.2. CAO means the Chief Administrative Officer for the Town of Trenton.

4.3. Officials and Employees means elected/appointed officials and all employees of the Town of Trenton.

### **5. Policy**

#### **5.1. Eligible expenses**

5.1.1. Hospitality may be offered under the following circumstances:

5.1.1.1. hosting foreign dignitaries;

5.1.1.2. engaging in official public matters with representatives from other governments; business, industry / labour leaders; or other community leaders;

5.1.1.3. sponsoring conferences;

5.1.1.4. hosting prestigious ceremonies / recognition events; or

5.1.1.5. other official functions, as approved by Council.

5.1.2. This policy is not to be used when expensing costs associated with Town of Trenton employee only events, such as retirement ceremonies or office social events.

- 5.1.3. No expenses incurred which are eligible for reimbursement by any other person or organization will be eligible for reimbursement by the Town to an Official or Employee except where the Town will recover those costs directly from the third party.
- 5.1.4. All hospitality events require prior authorization by Council.
- 5.1.5. In instances where prior approval is not possible, claims for reimbursement must include a document outlining the reasons prior approval was not possible. These claims must be submitted to the CAO or Mayor for approval.
- 5.1.6. Unless otherwise provided in this policy, only those expenses which are supported by supplier invoices will be eligible for reimbursement. Credit card payment vouchers will not ordinarily be accepted in lieu of a supplier invoice.

## **5.2. Approved expenses**

- 5.2.1. Officials and Employees are public servants and are expected to be mindful of their duty to exercise sound judgement in the use of public funds. Only those expenses that are considered reasonable in the context of the hospitality event will be approved for reimbursement. Where the reasonableness of a proposed expense might be considered questionable, prior approval may be sought from the CAO, their designate or Council.

## **5.3. Limitation on approved expenses**

- 5.3.1. 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, their designate or Council, as appropriate, in advance of the event.  
The hosting department and its 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.  
The hosting department will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests, and food must be served if alcoholic beverages are offered. Preference will be given to wine, beer or spirits produced in Nova Scotia.
- 5.3.2. Provision of recreational drugs at a hospitality event shall not be approved or reimbursed.

## **5.4. Administration**

- 5.4.1. Officials and Employees may request an advance towards hospitality expense costs when the total cost to be paid by them is expected to exceed \$250. All advances must be deducted from the expense claim upon completion of the event, and if the advance exceeds the total to be reimbursed the excess advance shall be repaid by the Official or Employee with the claim submission.
- 5.4.2. Hospitality expense claims must be submitted on the approved form on a monthly basis and will be paid with the next cheque run.
- 5.4.3. All hospitality expense claims must be signed by the claimant and approved by the designated personnel prior to processing for payment. Hospitality expense claims for employees except the CAO shall be approved by the employee's supervisor and the CAO. Expense claims of the CAO shall be approved by the Mayor or his/her delegate. Expense claims for Officials shall be approved by the CAO.
- 5.4.4. Hospitality expenses are required to be made publically available in a prescribed format. In order to facilitate the required reporting, expense claims must be filed

using approved claim forms in electronic format. Town staff will assist in completing expense claim forms if requested.

CAO Annotation for Official Policy Book

Date of Notice to Council Members of Intent  
To Consider (Minimum 7 Days): January 29, 2018

Date of Passage of Current Policy: February 13, 2018

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

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CAO



February 13, 2018  
Date