



Title Hospitality Policy

Approved by Council	Date: December 16, 2025
Policy Review Notification	Date: November 24, 2025
Policy Review	Date: December 2, 2025
I certify this to be a true copy of the Hospitality Policy as adopted by the Municipal Council of Richmond County at a public meeting held on December 16, 2025.	
	
Shelley David, Municipal Clerk	

1. Purpose

- 1.1 This policy outlines the process for pre-approving, approving, and reporting hospitality expenses in accordance with the Municipal Government Act (MGA) and the Municipal Financial Reporting and Accounting Manual (FRAM).

2. Scope

- 2.1 This policy applies to all reportable individuals and employees of the Municipality of the County of Richmond (MOCR) who incur approved expenses for hosting individuals from outside the Municipality for reasons of diplomacy, protocol, recognition, business development, or promotional advocacy. These activities may include providing hospitality for receptions, ceremonies, conferences, or other group events. Allowable expenses may include meals, beverages (non-alcoholic), or other approved items.

3. Definitions

- 3.1 “reportable individuals” means members of Council, the Chief Administrative Officer (CAO), and any employees delegated the responsibilities or powers of the CAO under section 29(b) of the MGA.
- 3.2 “outside the Municipality” means anyone not listed on the organization chart of MOCR.



3.3 “Signing Authority” means the authorizing personnel responsible for pre-approving hospitality and approving the related expense claims. The table below shows the Signing Authority for each position:

Position	Signing Authority
Warden	CAO
Member of Municipal Council	Warden and CAO - preapproval CAO - expense claim approval
CAO	Warden
Director	CAO
Municipal Employees	Their Supervisory Director or CAO

4. Roles and Responsibilities

- 4.1 Municipal Council will be responsible for reviewing, amending, and adopting the Hospitality Policy.
- 4.2 The CAO will be responsible for implementing and administering this Policy.
- 4.3 Signing Authorities will be responsible for pre-approving and approving hospitality expenses in accordance with this Policy.
- 4.4 Finance Department will be responsible for providing advice and assistance to Municipal Council and the CAO regarding the application of this Policy, monitoring hospitality expenses for proper use and consistency with policy directive, and processing hospitality expenses.

5. Policy Guidelines

- 5.1 All hospitality shall be offered in a manner that reflects prudent stewardship of public funds.
- 5.2 Hospitality may be offered under the following circumstances:
 - a) Engaging in official public matters with representatives from other governments, business, industry, or labour leaders, or other community leaders/groups;
 - b) Hosting conferences or committees;
 - c) Hosting ceremonies/recognition events; or
 - d) Other official functions.

- 5.3 All hospitality requests must be pre-approved by the Signing Authority and be within the current budget to be approved.
- 5.4 Municipal Council approval is required for hospitality expenditure requests that exceed the current budget.
- 5.5 A Signing Authority is prohibited from pre-approving or approving hospitality expenses on their own behalf.
- 5.6 Alcohol is not an eligible expense.
- 5.7 Token gifts for diplomacy, cultural significance, protocol, business development, or promotional advocacy may be provided to individuals outside the Municipality when preapproved by the Signing Authority.

6. Preapproval

- 6.1 The Hospitality Expense Request Form, provided by the Municipality, must be submitted to the Signing Authority, who may request additional information or justification to assess the necessity and appropriateness of the proposed hospitality.

7. Submission/Approval Hospitality Expense Claims

- 7.1 Hospitality expense claims must be submitted to the Signing Authority for approval and include the following:
 - a) A copy of the signed preapproved Hospitality Request Form;
 - b) The names and positions of the guests at the hospitality event;
 - c) The business objective for the expense; and
 - d) A detailed, itemized receipt for the expense.

8. Reporting Requirements

- 8.1 Staff shall prepare and publish a quarterly summary of hospitality expenses with supporting documentation on the MOCR website within 90 days of the end of each fiscal quarter.
- 8.2 Municipal staff shall prepare an annual summary report of expenses for reportable individuals and file it with the Minister by September 30th.

9. Review Requirements

- 9.1 The Municipality Audit Committee shall review the Hospitality Expenses Summary Report annually.



9.2 By 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.

10. Related Documents

- [Financial Reporting and Accounting Manual \(FRAM\), Nova Scotia Department of Municipal Affairs](#)
- [Nova Scotia Municipal Government Act \(MGA\)](#)

11. Policy Review/Amendments

Date of Review	Approved/Amended by Council
December 2, November 24, 2025	December 16, 2025
January 14, 2025	January 28, 2025 (readopted)
March 26, 2018	April 23, 2018