



**MUNICIPALITY OF THE COUNTY OF RICHMOND
HOSPITALITY POLICY**

Policy Review Notification: March 26, 2018

Policy Review Date: March 26, 2018

Approved by Council: April 23, 2018

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.

**Yvonne Boudreau
Municipal Clerk**

The Municipality of Richmond County 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 (non-alcoholic) or other approved items.

RESPONSIBILITY:

No later than January 31st following an election year, Council shall formally review this policy as well as the Travel & Expense Policy, by way of motion, to ensure that the contents of the policies are in accordance with provincial legislation and best practices.

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.

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).

AUTHORIZATION:

All hospitality events require prior authorization by Council or the CAO and require that the *"Request and Approval to Incur Hospitality Event Expenses Form* (attached to this policy) be submitted to the Chief Administrative Officer for approval. Information contained on this form includes but is not limited to:

- rationale/purpose of the event;
- location of the event
- estimated numbers of attendees and their respective affiliations; and,
- estimated costs.

BUSINESS MEETINGS:

Under this policy, the Warden, CAO 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 and the Deputy Warden or a Councillor as approved by Council.

The claim for reimbursement or payment will provide itemized receipts.

ACCOUNTABILITIES:

Warden and Council are responsible for:

- Reviewing hospitality-related expenses for the CAO 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 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 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 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 shall provide documentation deemed necessary to conduct any reviews of this policy.

Warden Brian Marchand

CAO, Kent MacIntyre

Date

APPROVAL

AUTHORIZED PERSONNEL

DATE