



TOWN OF KENTVILLE POLICY STATEMENT G68 HOSPITALITY

1.0 PURPOSE

The purpose of this policy is to provide direction to staff and elected officials on matters of hospitality. The Town of Kentville 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.

2.0 DEFINITIONS

- 2.1 Hospitality: Expenses incurred while hosting individuals from outside of government for reasons outlined above including receptions, ceremonies, conferences, performances, or other group events. Allowable expenses may include meals, beverages or other approved items.

Note: The expenses are not connected to an employee's traveling expense while on the Town of Kentville business.

3.0 SCOPE

- 3.1 This policy applies to all departments, employees and elected officials of the Town of Kentville who incur hospitality expenses while conducting Town of Kentville business.

4.0 PROCEDURES

- 4.1 To provide direction and guidance to departments/employees with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.
- 4.2 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, business development or promotional advocacy.
- 4.3 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

4.4 Hospitality may be offered under the following circumstances;

- 4.4.1 hosting foreign dignitaries;
- 4.4.2 engaging in official public matters with representatives from other governments;
- 4.4.3 business, industry / labour leaders; or other community leaders;
- 4.4.4 sponsoring conferences;
- 4.4.5 hosting prestigious ceremonies / recognition events; or
- 4.4.6 other official functions, as approved by the CAO.

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

4.5 Authorization: All hospitality events require prior authorization by the CAO. Any request for prior authorization for hospitality events requires the following detail;

- 4.5.1 rationale/purpose of the event;
- 4.5.2 estimated numbers of attendees and their respective affiliations, and;
- 4.5.3 estimated itemized costs including gratuities and supplementary expenses.

4.6 A copy of the signed prior authorization must accompany the claim for reimbursement. In instances where prior approval was not possible, claims for reimbursement must provide the details outlined above, and also include a document outlining the reasons prior approval was not possible. These claims shall be submitted to the CAO for approval as noted above. The claim for reimbursement will provide itemized receipts, in addition to a copy of the signed prior authorization.

4.7 Alcohol: 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 shall have prior approval by the CAO, in advance of the event.

Note: Alcohol is not an allowable expense for councillors or an employee on travel status.

4.8 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. Preference will be given to wine, beer or spirits produced in Nova Scotia.

4.9 Gifts: For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is deemed appropriate. Any giving of gifts requires prior approval by the CAO of the request.

4.10 The following accountabilities shall be observed for all hospitality, alcohol and gift expensing:

4.10.1 CAO is responsible for: Approving all hospitality events and related expenses for Council, Directors, and employees. Ensuring compliance with the requirements established by this policy with respect to hospitality expenses. Consistent application of this policy. Monitoring hospitality expenses or appropriate usage and consistency with policy directives; and, Processing hospitality-related expense claims.

4.10.2 Members Council are responsible for: Ensuring all hospitality events and related expenses initiated or incurred are approved by the CAO.

4.10.3 Directors are responsible for: Communicating this policy to their employees.

4.11 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:

4.11.1 Subject to good judgment and knowledge of the situation;

4.11.2 Exercised in appropriate circumstances; and

4.11.3 Comply with the requirements set out in this policy.

4.12 When a situation arises and discretion needs to be exercised, Managers should consider whether the request is:

4.12.1 Able to stand up to scrutiny by auditors and members of the public;

4.12.2 Properly explained and documented;

4.12.3 Fair and equitable;

4.12.4 Reasonable; and,

4.12.5 Appropriate.

4.13 All Town of Kentville staff and elected officials are responsible for: Acting in accordance with this policy and the Conflict of Interest Policy with respect to the acceptance of gifts and hospitality. Breaches of conduct shall not be tolerated. Any breach of this Policy shall result in corrective or disciplinary action in accordance with Staff Procedures for employees and under the Code of Conduct for Elected Officials.

5.0 ASSOCIATED DOCUMENTS:

5.1 G16 - Code of Conduct for Elected Officials

5.2 Municipal Government Act

5.3 Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299

6.0 POLICY REVISION HISTORY:

Date Created: November 27, 2017

Revisions:



Chief Administrative Officer, Mark Phillips