



POLICY NO. 79

MUNICIPALITY OF THE DISTRICT OF BARRINGTON HOSPITALITY POLICY

1. The Municipality of the District of Barrington recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business. 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:

- (a) 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;
 - (b) 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.
 - (c) Ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.
2. This Policy applies to all Council members and employees of the Municipality who incur hospitality expenses while conducting government business.

A hospitality event is a reception, ceremony, conference or other event that involves hosting individuals from outside the Municipality.

- (a) 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 by the CAO, their designate or Council.
3. All hospitality events require prior authorization by the Chief Administrative Officer or his/her designate.

Any request for prior authorization for hospitality events requires the following detail:

- (a) Rationale/purpose of the event;
 - (b) Estimated numbers of attendees and their respective affiliations; and,
 - (c) Estimated itemized costs including gratuities and supplementary expenses.
 - (d) If alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances.
4. 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.

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 case and well-being of themselves, other employees and their respective guests with respect to service of alcohol.

5. The Chief Administrative Officer will approve claims for hospitality-related expenses and will ensure compliance and consistent application of this Policy.

The Municipal Council will approve claims for hospitality-related expenses submitted by the Chief Administrative Officer or designate while ensuring compliance and consistent application of this Policy.

The Manager of Finance 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 Claimant will act in accordance with this Policy and will submit all necessary details when seeking approval and reimbursement for hospitality-related expenses.

6. For reasons, of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$50.00) is sometimes appropriate. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.

February 25, 2019



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-Authorizations: _____ Date: _____

Reimbursement Approval: _____ Date: _____

***Attach receipts to this completed form for reimbursement.**