

Title

1. The title of this policy is the Hospitality Policy.

Policy Statement

2. The Municipality of Cumberland recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
3. The offering of hospitality will be done in such a manner to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer (“CAO”) and employee hospitality claims.

Objectives

4. To provide direction and guidance with respect to hospitality expenses that support the Municipality of Cumberland’s objectives.
5. 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.
6. To ensure taxpayers’ dollars are used prudently and responsibly and hospitality expenses are transparent.

Hospitality and Hospitality Events

7. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Municipality of Cumberland. Hospitality may be offered under the following circumstances in accordance with this policy:
 - a. hosting foreign dignitaries;
 - b. engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - c. sponsoring or hosting conferences;
 - d. hosting ceremonies / recognition events; and
 - e. other official functions, as approved by the CAO, their designate or Municipality of Cumberland Council.

Eligible Claimants & Signing Authority

8. The Mayor and CAO may designate individuals to attend hospitality events from time to time on their behalf, in which instance the conditions within this policy apply to the designate.
9. The following are the Signing Authority for the Claimants referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Claimant	Signing Authority
Mayor/Designate	CAO/Designate
CAO/Designate	Mayor/ Designate

10. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
11. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

Prior Authorization

12. Subject to this policy, all hospitality events require prior authorization.
13. A request for prior authorization for hospitality events requires the following information:
 - a. rationale/purpose of the event;
 - b. estimated numbers of attendees and their respective affiliations;
 - c. if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
 - d. estimated itemized costs including gratuities and supplementary expenses.
14. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 9 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
15. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and include a document outlining the reasons prior approval was not possible.

Serving of Alcohol

16. 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 appropriate Signing Authority, as set out in paragraph 9 of this policy.
17. The Municipality of Cumberland and its employees and members of Council 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.
18. The Municipality of Cumberland will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
19. If alcohol is provided at a hospitality event, food must be served.

Gifts

20. 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 the appropriate Signing Authority as set out in paragraph 9 of this policy.

Claiming Reimbursement for Hospitality Expenses

21. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
22. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Municipality of Cumberland and shall be signed by the Claimant.
23. Hospitality expense claims must include the following:
 - a. a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - 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.
24. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 13 of this policy and an explanation of why prior approval was not possible.
25. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
26. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
27. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - a. the claim is consistent with this policy;
 - b. the expenses claimed were necessarily incurred in the performance of municipal business;
 - c. appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
 - d. the expenses claimed have appropriate justification.
28. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
29. The use of petty cash to pay a hospitality expense claim is prohibited.

Reporting Requirements

30. Pursuant to s. 65D of the *Municipal Government Act*, the CAO shall ensure that the Municipality of Cumberland does the following:
- a. within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Municipality of Cumberland website that describes all the hospitality expenses incurred by the Municipality of Cumberland, including purchases of alcohol during the quarter.
 - b. by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
 - c. On a monthly basis, posts the expense reports of each reportable individual on the Municipality of Cumberland website on their expenses related to hospitality.

Policy Review

31. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, the council shall review the hospitality policy and following a motion by the council, either re-adopt the policies or amend the policy and adopt it as amended.

Effective Date

32. This policy is in effect upon adoption.

Clerks Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): January 15, 2025

Date of Passage of Policy: January 22, 2025

I hereby certify that this Policy was adopted as indicated above.

Deputy Clerk: *Amanda Keenan*

Date: January 24, 2025