

Subject

Hospitality

Purpose / Policy Statement

1. The County of Annapolis 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.
2. The offering of hospitality will be done in such a manner so as 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 member, Chief Administrative Officer (“CAO”) and employee hospitality claims.

Authority

3. This policy is enacted pursuant to Sections 23 and 65, *Municipal Government Act*, as amended.

Definitions

4. Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

Hospitality Events

5. A hospitality event is a reception, ceremony, or other event that involves hosting individuals from outside the Municipality of the County of Annapolis where alcohol is to be served free of charge. 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; and
 - (c) Other official functions, as approved by the CAO, their designate or Municipal Council.

Serving of Alcohol

6. While the standard for hospitality is the provision of 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 either the CAO or designate, or Municipal Council.
7. The Municipality, its employees and members of Municipal 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.

