



**Policy 28**  
**HOSPITALITY**

**POLICY PURPOSE**

28.1 It shall be the policy of the Municipality of the District of Shelburne to have a straightforward and clear policy for the reimbursement of hospitality expenses incurred while performing required employment functions with the Municipality.

**POLICY AUTHORITY**

28.2 Pursuant to the *Municipal Government Act* of Nova Scotia, each municipality shall adopt a hospitality policy, including alcohol purchases, approval process, and reporting.

**POLICY DETAILS**

28.3 No reimbursement for hospitality expenses shall be provided to any member of Council or staff, including the purchase of alcohol.

28.4 Annually, Council shall publicly report that no hospitality expenses were incurred during the previous fiscal year by July 31st of the following year; such report to be filed with the Minister of Municipal Affairs by September 30th of the following year.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Hospitality on the 22<sup>nd</sup> day of January, 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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WARDEN

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CHIEF ADMINISTRATIVE OFFICER

Approved by Council: January 22, 2018

Effective Date: January 22, 2018