



Region of Queens Municipality

Operational Policy 3 – Hospitality

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

GENERAL PURPOSE OF POLICY

- 3.01** It shall be the policy of Region of Queens Municipality to have a straightforward and clear policy for the reimbursement of hospitality expenses incurred while performing required employment functions with the Municipality.

POLICY APPLICATION

- 3.02** 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

- 3.03** No reimbursement for hospitality expenses shall be provided to any member of Council or staff, including the purchase of alcohol.
- 3.04** Quarterly, and within 60 days after each quarter, Council shall publicly report that no hospitality expenses were incurred during the previous fiscal quarter.
- 3.05** 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.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	N/A	Council	2021-01-26
2.0	Housekeeping Edits and Formatting	Municipal Clerk	N/A	

OFFICIAL CERTIFICATION

I, Angela Green, Municipal Clerk for Region of Queens Municipality, hereby certify that this policy was duly approved.



Angela Green
Municipal Clerk