

GENERAL PURPOSE OF POLICY

- 3.1 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

- 3.2 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

- 3.3 No reimbursement for hospitality expenses shall be provided to any member of Council or staff, including the purchase of alcohol.
- 3.4 Quarterly, and within 60 days after each quarter, Council shall publicly report that no hospitality expenses were incurred during the previous fiscal quarter.
- 3.5 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.

Approved by Council: January 26, 2021

Effective Date: January 26, 2021