



P.O. Box 1749
Halifax, Nova Scotia
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Item No. 15.1
Audit & Finance Standing Committee
June 26, 2019

TO: Chair and Members of Audit & Finance Standing Committee

Original Signed

SUBMITTED BY:

Jane Fraser, Director, Finance, Asset Management & ICT/CFO

Original Signed

Jacques Dubé, Chief Administrative Officer

DATE: June 19, 2019

SUBJECT: Fourth Quarter 2018/19 Hospitality Expenses Report

ORIGIN

Required by Legislation.

LEGISLATIVE AUTHORITY

HRM Charter, section 79A (3) states that the Municipality shall prepare a hospitality expense report within 90 days of the end of each fiscal quarter. Section 79A (4) further states that a hospitality expense report must:

- a. comply with the hospitality policy;
- b. be posted on a publicly available website for the Municipality; and
- c. comply with the regulations.

RECOMMENDATION

It is recommended that the Audit & Finance Standing Committee approve the 2018/19 fourth quarter report of hospitality expenses.

BACKGROUND

Updated requirements in the Province's Financial Reporting and Accounting Manual (FRAM) and the Halifax Charter have given rise to the need to report on the hospitality expenses incurred by the Municipality within 90 days of the end of each fiscal quarter. Hospitality expenses are defined in FRAM as "the expenditures incurred while hosting individuals from outside of a municipality or village for conducting business activities which would include receptions, ceremonies, conferences, or other group events". The Financial Information Return of FRAM further defines hospitality events to be "expenses incurred while hosting individuals from outside government for reasons of diplomacy, protocol, business development or promotional advocacy. Examples include: receptions, ceremonies, conferences, performances or other group events".

DISCUSSION

HRM incurs hospitality expenses when hosting group events and must now report these expenses on a quarterly basis. The expenses we are required to report includes meals, room rentals, alcohol, entertainment expenses, gifts, or other expenses related to the event.

FINANCIAL IMPLICATIONS

For the fourth quarter of fiscal 2018/19, HRM incurred hospitality expenses of \$13,375. The breakdown of events included in this amount is included in Attachment 1.

RISK CONSIDERATION

N/A

COMMUNITY ENGAGEMENT

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

ALTERNATIVES

1. Audit & Finance Standing Committee may choose not to approve the proposed recommendation. This is not the recommended option.
2. Audit & Finance Standing Committee may approve the proposed recommendation subject to requested modifications. This is not the recommended option.

ATTACHMENTS

1. Hospitality expenses for the fourth quarter of 2018/19.
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A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

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Hospitality Expenses January-March 2019

Date	Event	Item(s)	Cost
Jan-19	New Years Day Levee	Catering, liquor, entertainment, rentals and cleaning	\$6,975.62
Jan-19	Climate Action Key External Stakeholders	Catering	\$2,212.63
Jan-19	Zatzman Sportsplex Press Conference	Audio visual	\$834.29
Jan-19	Courtesy Visit with Consul General of Japan	Book on Halifax	\$18.74
Feb-19	Zatzman Sportsplex Grand Opening	Catering and room rental	\$2,852.08
Mar-19	Reception - International Association of Firefighters (IAFF)	Catering	\$481.30
			\$13,374.66