

Appendix A - Summary of Information

Municipalities that do not reimburse for alcohol	Source
Haldiman County	survey
City of Hamilton	survey
District of Muskoka	survey
City of Ottawa	survey
Region of Peel	survey
Region of Durham	survey
City of Mississauga	website
Not identifiable - internal policy	survey

Municipalities that reimburse alcohol - with restrictions	Source	Additional information
Municipality of Chatham-Kent	survey	Not permitted if only elected officials/employees are in attendance
City of London	survey	Requires pre-approval
City of Windsor	survey	Not permitted if only employees are attendance
City of Vaughan	website	If relates to economic development/business investment and culture. Other hospitality does not permit alcohol
City of Brampton	website	Only for hospitality or protocol while conducting city business
City of Burlington	website	Alcohol during meals or receptions when included within the price of the ticket

Municipalities that require names of attendees and/or group/affiliation (meals and/or hospitality)	Source
City of Burlington	website
City of Vaughan	website
City of London	survey
District of Muskoka	survey
County of Norfolk	survey
City of Ottawa	survey
Region of Peel	survey
City of Windsor	survey

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Definition of business hospitality, hosting, business meeting, events etc

Hosting: to host or entertain individuals relating to the advancement of the affairs of the City, such hosting or entertainment shall not be extended solely to an individual(s) who is employed by the City and/or their spouse.

Hospitality includes the purchase of food and drink for guests, and where essential, amenities. This also applies to business lunches for guests, including employees. Hospitality may be extended by staff and Councillors when it is considered necessary or desirable as a matter of courtesy and/or to facilitate the conduct of business.

Hospitality is one of the following occasions:

- When discussing municipal matters with persons who are not municipal employees or during special events
- When persons visiting the municipality are members of national or international organizations and which to obtain an understanding and appreciation of life in Canada or understanding the work of a municipal government
- When the municipality sponsors a conference or special event
- When a person who is not a municipal employee renders a service without remuneration or
- When a prestigious ceremony takes place attended by external persons.

Events: a conference, convention, annual meeting, workshop, seminar, training session, investigational or promotional travel, course, study tour, correspondence course, community ratepayer meeting, community relation event, charity fundraising function, retirement dinner and other business meeting.

Other Hospitality: Where Council approves a hospitality situation whereby one or more Council Members are hosting external parties visiting the City with little/no intention of pursuing economic development/ business investment and cultural opportunities, but (1) to have a workshop, conference, meeting for some other purpose or (2) for other miscellaneous reasons.

Business Meeting expense (staff and or/council members and/or external parties) examples (meals consumed prior to attending evening functions or events, in town conference/seminar where meals are not provided and no per-diem claimed).

Business meals including third parties that are determined to be necessary for business purposes and in the best interest of the City. Business Meal: during staff meetings

Business meeting: meetings with Municipal employees, external parties (constituents, business contacts, government officials, or business visitors from out of the municipality) or employees of municipal agencies, boards, commissions or a special purpose body.

- a. Engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;
- b. Providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government;
- c. Honouring persons from the city in recognition of exceptional public service and staff appreciation events;
- d. Recognition events for various agencies, boards and commissions of the city, and
- e. Ratepayers associations, minor league sports associations and other community groups.

Business meal allowance: breakfast, lunch or dinner expenses that council members incur for meeting with other Members of Council, City staff, or staff of the City's or Region's boards, committees or other special purpose bodies.

Hospitality Expenses: breakfast, lunch, dinner and reception expenses that council members incur while hosting a third party.

Business Hospitality Expense: Breakfast, lunch, dinner and reception expenses that council members incur while hosting a third party.