



Policy # GG-006  
Policy Title: Gratuity Policy

**Policy Objective:**

To provide a means to determine when a gratuity is appropriate and set a standard for giving of the same.

**Authority:**

**Council Resolution #: 217/22**

**Date Approved: July 12<sup>th</sup>, 2022**

**POLICY:**

While tipping is not mandatory, in certain situations it is customary and expected. Not tipping is considered rude, unless the service was exceptionally poor. An alternate option for poor service is to speak to management regarding the quality of service.

This policy sets out the manner in which council will determine if a tip is warranted and of an appropriate amount.

**PROCEDURE:**

- 1- It is common to tip when paying for services in the hospitality industry. This includes but is not limited to:
  - a) Dine in
  - b) Take Out
  - c) Food Delivery Personnel
  - d) Room Service
  
- 2- Reimbursement of a gratuity for employees and council members will be made under the following conditions:
  - a) Gratuity is not more than 15 per cent of the total bill before tax.
  - b) Gratuity is added to an itemized receipt.
  
- 3- No reimbursement will be made for gratuity added to alcohol purchases.



  
Administrator

  
Reeve