



**AGENDA**  
**Town Council Meeting-Via ZOOM**  
**Monday May 3<sup>rd</sup>, 2021**  
**7:00 p.m.**

**Doc Ref:**

- 
- 1) Call to Order
  - 2) Approval of Agenda
  - 3) Approval of Minutes from the Council meeting held on April 19<sup>th</sup>, 2021.
  - 4) Proclamations:
  - 5) Delegations: None
  - 6) Correspondence: None  
Action Required:  
  
For Information:
    - a) Letter-Municipal Affairs D22-A18
  - 7) Council Items:
    - a) Library Funding
  - 8) Committee Reports:
    - a) Port Committee D22-A19
  - 9) Staff Reports:
    - a) Hospitality Policy D22-A20
  - 10) New Business:
  - 11) In Camera-  
**MGA Section 22-2 (e) Contract Negotiations**
  - 12) Upcoming Meetings:
    - a) Public Hearing-Thursday May 13<sup>th</sup>, 2021- Land Use By-Law-6pm Community Centre (tentative)
    - b) Town Council-Tuesday May 18<sup>th</sup>, 2021 at 7pm-Shelburne Community Centre (tentative)
  - 13) Adjournment





**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
Tuesday April 19<sup>th</sup>, 2021  
Shelburne Community Centre, 63 King St., Shelburne, NS  
DRAFT

**Council Members Present**

Mayor Harold Locke  
Deputy Mayor Elizabeth Acker  
Councillor Rick Davis  
Councillor Benjamin Nickerson  
Councillor Sheldon Ringer

**Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator

**Call to Order**

Mayor Harold Locke called the Council meeting to order at 7:01pm.

**Approval of the Agenda**

THAT Council approves the Agenda for Monday April 19<sup>th</sup>, 2021 with the addition of Audit Committee Minutes from January 13<sup>th</sup>, 2021 as well as Section 11, In-Camera, Section 22 (2) g of the MGA- legal advice eligible for solicitor-client privilege.

**Davis-Ringer**  
**CARRIED**

**Approval of the Minutes**

THAT the Minutes of the Town Council Meeting held on April 6<sup>th</sup>, 2021 be approved as presented.

**Acker-Nickerson**  
**CARRIED**

**Proclamations**

THAT Council recognizes Matthew King as Volunteer of the Month for April 2021.

Matthew has been a tireless volunteer for the Shelburne Curling Club for the past several years. He coordinates the ice making team and is at the club 4-5 times a week working on the ice, maintaining equipment and overseeing the operation of all aspects of the facility.

Matthew also plays a leading role as Vice President of the Curling Centre faithfully attending Board and Executive Meetings. This year he assisted in organizing activities for Curling Day in Canada and developed and ran a curling foundations program this past fall which brought close to 20 new members to the centre.

For all Matt has done and continues to do for us, the Town of Shelburne recognizes him as the Volunteer of the Month for April.

**Delegations**

**None**

**Correspondence**

**None**

**Council Items**

- a) MGA Amendments-Bill 47-Accessibility Funding  
Discussion was held regarding Bill 47 among Council members. The Bill amends the MGA and the HRM Charter to allow municipalities to provide direct financial assistance to businesses for the purpose of improving accessibility for people with disabilities. This bill has already gone to 3<sup>rd</sup> reading but Council felt there is a financial and administrative burden this bill will impose.

**M22-008** THAT a letter in opposition to Bill 47 be sent to the Standing Committee on Law Amendments with copies to the Minister of Municipal Affairs, M.L.A. Colten LeBlanc, NSFM and all 50 units in opposition to the Bill.

**Acker-Davis**

**CARRIED**

- b) MGA Amendments-Bill 50-Code of Conduct (Info)  
CAO discussed this Bill which is also in the 3<sup>rd</sup> reading. This bill explains the process and will require us to make some changes to our Code of Conduct.  
Council accepted the Bill Amendments for information.
- c) MGA Amendments-Bill 98-Virtual Council Meetings  
Council discussed this Bill; it allows for flexibility for future council meetings for various reasons. Councillor Acker mentioned her only concern was the section that stated a notice to the public must be given by publication in a newspaper circulating in the municipality. Staff will investigate if section 19-4(A) is one of the options or if in the newspaper is required.
- d) Land Use By-Law First Reading  
Rezoning from Residential (General) and Commercial to fully Commercial of PID#80143563  
CAO informed Council owners of PID#80143563 on King St. and are requesting to be zoned fully commercial. A public hearing will be schedule for Thursday May 13<sup>th</sup>, 2021, followed by a second reading at the Tuesday May 18<sup>th</sup>, 2021 Council Meeting.

**M22-009** THAT the proposed Land Use Bylaw and Municipal Planning Strategy for the Town of Shelburne be amended to include revisions allow King St (PID#80143563) to go from being zoned Residential (General) and Commercial to fully Commercial.

**Davis-Nickerson**

**CARRIED**

### Committee Reports

- a) CP&V Committee Minutes

THAT Council approves the CP&V Minutes from March 4th, 2021 as presented.

**Ringer-Acker**

**CARRIED**

- b) Audit Committee Minutes

THAT Council approves the Audit Committee Minutes from January 13th, 2021 as presented.

**Nickerson-Davis**

**CARRIED**

### Staff Reports

- a) Shelburne Volunteer Fire Department Monthly Report

THAT Council accepts the Shelburne Volunteer Fire Dept Monthly Report as presented.

**Acker-Ringer**

**CARRIED**

- b) Building Report-Andrew Goreham

THAT Council accepts the March Building Report as presented.

**Davis-Acker**

**CARRIED**

- c) Staff Report-Hospitality Policy

THAT Council intends to adopt the Hospitality Policy (with any amendments) at the May 18th, 2021 Council Meeting.

**Davis-Nickerson**

**CARRIED**

### New Business

Councillor Acker

- a) Councillor Acker spoke that on Friday April 15<sup>th</sup> the Federal Gov't announced a new Federal Program that will assist existing facility upgrades or construct new facilities. The Program is called the Green and Inclusive Community Buildings (GICB) program, the goal is to make the buildings more energy efficient and lower carbon footprint, more resilient and higher performing. It is a 5-year project and there is 1.5 billion dollars set aside. This Council has prioritized improvements towards Child Care Facility as our #2 priority. There are two ways to access the funding, the first is a Scheduled intake over 5 years which is a very competitive process and is for building brand new buildings. The second is a Continuous Intake in which applicants with small and medium retrofit projects to existing community buildings ranging in total eligible cost from \$100,000 to \$3 million will be accepted on a continuous basis and funded on a rolling intake basis.

**M22-010**

Councillor Acker made the motion:

Recognizing that we have prioritized improving our childcare facility as our #2 priority, we direct staff to reach out to Municipality of the District of Shelburne and Little Peoples Place to begin the process of applying for the and in the timeline as such that we will apply as early as possible.

**Acker-Nickerson**

**CARRIED**

Discussion was also held regarding the possibility of hiring someone with experience for the grant

writing process as well as the possibility of a working group. CAO will reach out to MDS and LPP and report back at the next meeting.

**In Camera**

**MGA Section 22 (2) g- legal advice eligible for solicitor-client privilege**

THAT Council goes in-camera at 7:31pm

**Acker-Ringer**

**CARRIED**

Council came out of in-camera at 7:44pm

Business coming out of In-Camera:

THAT Council direct staff to seek legal advice.

**Acker-Nickerson**

**CARRIED**

**Upcoming Meetings**

- a) Accessibility Committee-Wednesday April 21st, 2021 at 6pm-Shelburne Community Centre
- b) Town Council-Monday May 3rd, 2021 at 7pm-Shelburne Community Centre

Mayor Locke would like to invite all residents of the Town of Shelburne to participate in a Community Clean up during the week of April 19th-24th.

The Town of Shelburne staff, Council and CP&V Committee will be out on Thursday April 22nd (Earth Day) between 11am and 2pm collecting litter within the Town. Anyone wishing to join please do and if you would like to pick up garbage bags or gloves for pick up this week, please contact the Town Office. Please keep an eye on the Town Facebook page and website as it may be rescheduled if weather does not permit on Thursday.

**Adjournment**

THAT the Regular Town Council Meeting of Tuesday April 19th, 2021 be adjourned at 7:47pm

**Davis**

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Executive Coordinator



**Municipal Affairs  
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

<b>Document #</b> D22-A18	
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<b>Council</b>	<input checked="" type="checkbox"/>
<b>Agenda</b>	<input checked="" type="checkbox"/>
<b>Committee</b>	<input type="checkbox"/>

April 27, 2021

Mayor Amanda McDougall  
Acting President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8

Dear Acting President McDougall:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2022-2023 and beyond.

The Department of Municipal Affairs (DMA) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

**DEPARTMENT OF ENVIRONMENT**

It is possible that municipalities would incur incremental costs in implementing the *Coastal Protection Act* in the coming fiscal year. Nova Scotia Environment (NSE) is providing notice of changes which will be required in municipal building and development permit approval processes now that the coastal protection legislation (Bill 106) has passed. This legislation will provide consistent, province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation, municipalities will be enabled to issue a building and/or development permit for construction within a coastal protection zone to be defined by regulation if the proposed location of the construction is above a minimum building elevation specified in regulations and is situated upland of a horizontal setback certified by a designated professional. This will require minor modifications to municipal administrative processes for these types of permits.

It is expected that responsibility for competent, accurate, and objective certification will rest with the member of the designated profession, with forms and a standard for assessing risk of flooding and erosion risks to be provided by NSE. It is further anticipated that municipalities will be responsible for determining whether the proposed site is within the zone (and therefore whether the Act applies), and whether the Act applies to the general type of structure or construction proposed. Subject to the final form of the regulations, if the Act applies, the municipality may be required to determine whether the proposed location is above the minimum building elevation specified in the regulations, whether the proposed location is upland of the horizontal setback certified in a designated professional report accompanying the permit application, and ensure the designated professional was a member in good standing of the relevant professional body at the time the report was signed.

Specifics of which professional groups will qualify to provide the certification, specific standards and forms to be used, and other administrative details will be set out in regulations. The delineation of the zone and the specifics of restrictions, various exceptions and standards that apply within it will also be set out in regulation. NSE will be consulting with municipalities on the regulations.

**DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS**

Procurement

Every two years Global Affairs Canada updates its thresholds for covered procurements under the Canada Europe Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above these thresholds must be tendered unless subject to exemption. Thresholds were last updated on January 1, 2020 and are as follows:

	CETA Thresholds	CFTA Thresholds
Goods	\$366,200	\$105,700
Services	\$366,200	\$105,700
Construction	\$9.1M	\$264,200

It is anticipated there will be new thresholds for CETA and CFTA for 2022-23. These thresholds are calculated based on data that will not be available until the end of this year, so, at this time, the scope for municipal involvement is not known. We will advise as soon as we receive updated information.

**DEPARTMENT OF JUSTICE**

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's Municipalities with DNA analysis arising from criminal investigations. DNA is an important service that helps solve crime. The financial cost of this program is expected to increase to \$808,203 for 2021-22 for Nova Scotia compared to \$701,690.22 in 2020-21. This increase is primarily due to the rise in costs for Employee Benefits Plan (EBP) effective in 2019-20.

The proration of the cost to municipalities will be reassessed annually upon the DMA's release of the "Total Uniform Assessment" for the current fiscal year.

#### RCMP Labor Relations Regime

On June 19, 2017, Bill C-7, An Act to amend the *Public Service Labour Relations Act*, the *Public Service Labour Relations and Employment Board Act* and other Acts and to provide for certain other measures received Royal Assent. Bill C-7 created a new labour relations regime applicable to the RCMP Regular Members and Reservists. Although labour contract negotiations began in June 2020 and are expected to be completed by December 21, 2021, there is a possibility that they may extend into early 2022. As such, the payout date for the contract increase including retro pay is not certain and could fall in either fiscal year 2021-22 or 2022-23. We will monitor the situation closely and keep municipalities up to date as the process moves forward.

Given this is an ongoing negotiation, the cost implications cannot be identified at this time. However, DOJ is committed to keep municipalities informed as the negotiations unfold.

#### The Accessibility Act

The Accessibility Act requires public sector bodies (which include all municipalities and villages in NS) to meet certain obligations including the establishment of an accessibility committee and plans for each body. Municipalities should all be aware of this; the Directorate indicates several municipalities have begun recruiting committee leads and members. All municipalities and villages have until April 1, 2022 to develop an accessibility plan and establish an accessibility committee.

Work is underway on the development of the accessibility standards for the built environment. This work is a significant milestone in our efforts to become an accessible province by 2030. An internal working group is now working to develop a proposed standard based on the recommendations submitted by the Accessibility Board. There will be an opportunity for municipalities, villages, and Nova Scotians to provide input once recommendations are complete. The goal is to have the first phase of the standard enacted by May 2022. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change that will impact their revenue or expenditures.

### **COMMUNITIES, CULTURE, AND HERITAGE**

#### Library Funding

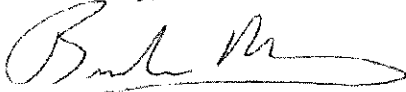
In 2020-21 Communities, Culture and Heritage launched a new funding model to the Nova Scotia library community providing a \$2.081 million increase in annual investment from the province in our regional libraries, from \$14,400,000 to \$16,400,000 annually. Libraries also receive funding from municipalities, and the new formula identifies new funding amounts for municipalities. These new mandated amounts will come into effect in 2022-23.

Municipal funding contributions remained at current levels for 2021-22; however, municipalities can elect to implement their new funding contributions to libraries this year, as outlined in the new funding model, should they wish to do so.

This additional time is to allow for data to be collected to capture the additional operational contributions being made to library boards from municipalities.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the department for clarification.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brendan Maguire', with a long horizontal flourish extending to the right.

Brendan Maguire  
Minister of Municipal Affairs



# Shelburne Port Committee

25 February 2021

7:00 pm Community Centre

## Minutes

### Present:

Chair: Town Mayor Harold Locke  
 Town Council: Rick Davis  
 Municipal Council: Terry McIntyre  
 Municipal CAO: Trudy Payne  
 Port Manager: Wayne Langthorne  
 Public Members: Percy Cox, Karl White, John Garland and Herb Locke  
 CAO/Committee Secretary: Sherry Doane

### Regrets:

Public Members: Charlie Arcon

### 1) Call to Order (Chair Harold Locke)

Meeting was called to order at 7:00pm by the Chair

### 2) Approval of Agenda

Agenda approved as presented. Mover: Terry McIntyre, Seconder: Karl White

### 3) Approval of Minutes from Shelburne Port Committee meeting held on 7 January 2021 Agenda

Approved as presented. Mover: Rick Davis, Seconder: Herb Locke

### 4) Delegations:

None

### 5) Correspondence:

None

### 6) Reports:

#### i. Town of Shelburne Port Terminal Budget (Town CAO on behalf of Town Treasurer)

Town CAO took the committee through the monthly breakdown of income, expenses and current profit/loss statement as well as the Town of Shelburne FY2021-22 Port Terminal Budget. Highlighting the shift of the Kelly Cove from berthage in the Commercial Fishing category to the Lease category now that the contract is signed, showing the overall increased revenues by over 30% whilst expenses were up only 20%. This included a \$90,806 transfer to Port Reserve (versus last year of only \$59,606). All signs indicate a positive financial direction for the Shelburne Port.

#### ii. Port Manager's Report (Port Manager Wayne Langthorne)

The Port Manager (PM) presented his report, highlighting the positive financial trend with hosting 22 vessels in the month of January. Concern was raised regarding streetlights and security cameras that are being addressed promptly.

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D22-A19	
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Date	
April 26/21	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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iii. Marine Terminal Fee Changes (*PM Wayne Langthorne*)

Having studied nearby port s' fees against the Shelburne Marine Terminal pricing, the Port Manager highlighted the need for increasing (and in some cases, simplifying) our prices to be more in line with costs. Furthermore, some usage fees were eliminated (such as the Trades annual fee), others combined (such as the fishing fleets access to self-serve power and port dumpsters). The PM and CAO felt the price changes were firm but fair.

**7) Old Business:**

None

**8) New Business:**

Member Herb Locke asked about the Terms of Reference draft spoken about during the last meeting to which the Town CAO responded that little action has occurred on this task however, it remains on the list of outstanding items.

**9) Next Meeting:**

18 March 2021 at 6pm (one hour earlier)

**10) Outcoming Recommendations for Town Council to consider:**

THAT the Port Committee recommends Town of Shelburne Council accepts the FY202122 Budget, as presented by the Town CAO.

**White/Herb Locke**

**CARRIED**

THAT the Port Committee recommends the Town of Shelburne Council accepts the Shelburne Marine Terminal Fees, as presented by the Port Manager, effective 1 April 2021.

**Davis/McIntyre**

**CARRIED**

**11) Adjournment**

*Meeting adjourned. Mover: Rick Davis*



**TOWN OF SHELBURNE**  
**Hospitality Policy**

**Policy Statement**

1. The Town of Shelburne recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer ("CAO") and Town of Shelburne employee hospitality claims.

**Purpose**

The purpose of this policy is:

- (a) To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Shelburne's objectives.
- (b) To ensure hospitality is offered in an accountable, economical, and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
- (c) To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

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<b>Committee</b>	<input type="checkbox"/>
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**Hospitality and Hospitality Events**

3. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Shelburne. Hospitality may be offered under the following circumstances in accordance with this policy:
  - (a) Hosting foreign dignitaries;
  - (b) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
  - (c) Sponsoring or hosting conferences;
  - (d) Hosting ceremonies / recognition events; and

# POLICY

- (e) Other official functions, as approved by the CAO, their designate or Town of Shelburne Council.

Approved expenditures may include:

- (a) Meals
- (b) Gifts
- (c) Meeting Space
- (d) Other expenses as approved by the Chief Administrative Officer, their designate or Council

## Signing Authority

- 4. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Council Member	CAO/Treasurer or Designate
CAO	Mayor or Designate
Employees	Immediate Supervisor and Treasurer/Designate

A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.

A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

## Prior Authorization

- 5. Subject to this policy, all hospitality events require prior authorization.
- 6. A request for prior authorization for hospitality events requires the following information:
  - (a) rationale/purpose of the event;
  - (b) estimated numbers of attendees and their respective affiliations;
  - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
  - (d) estimated itemized costs including gratuities and supplementary expenses.
- 7. Requests for hospitality events shall be reviewed by either the CAO or their designate, or Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
- 8. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and include a document outlining the reasons prior approval was not possible.

# POLICY

## Serving of Alcohol

9. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate, or Council.
10. The Town of Shelburne, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
11. The Town of Shelburne will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
12. If alcohol is provided at a hospitality event, food must be served.

## Gifts

13. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed [\$40.00]) is sometimes appropriate. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.

## Claims for Reimbursement of Hospitality Expenses

14. Hospitality expense claims must include the following:
  - (1) A copy of the signed prior authorization (see Appendix A) for the hospitality event for which the expense was incurred;
  - (2) The names and positions of the guests at the hospitality event;
  - (3) The business objective for the expense;
  - (4) A detailed itemized receipt for the expense.
15. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
16. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
17. No hospitality expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) the claim is consistent with this policy;
  - (2) the expenses claimed were necessarily incurred in the performance of municipal business;

# POLICY

- (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;
  - (4) the expenses claimed have appropriate justification; and
  - (5) all requirements, as determined by the [municipal audit committee], have been fulfilled.
18. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
19. The use of petty cash to pay a hospitality expense claim is prohibited.

## **Reporting Requirements**

20. Pursuant to s. 65A of the Municipal Government Act, the CAO shall ensure that the Town of Shelburne does the following:
- (1) Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Shelburne website that describes all of the hospitality expenses incurred by the Town of Shelburne including purchases of alcohol, during the quarter;
  - (2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

## **Review Requirements**

21. The Town of Shelburne Audit Committee shall review the hospitality annual summary report by September 30th of each year.
22. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

Date of Notice of Council Member Intent to Adopt: April 19<sup>th</sup>, 2021

Date of Adoption (approved): \_\_\_\_\_

Appendix A  
REQUEST FOR APPROVAL TO INCUR HOSPITALITY EXPENSES

All hospitality-related expenses require **PRIOR** authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

**REQUESTED BY**

Date of Request: \_\_\_\_\_

Employee/Councillor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_

Purpose of Event/Activity: \_\_\_\_\_

**COSTS AND ACCOUNTS**

Estimated Number of Attendees: \_\_\_\_\_

Meal & Beverage Costs: \_\_\_\_\_

Gratuities: \_\_\_\_\_

Gift Costs: \_\_\_\_\_

Other Expenses (provide details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPROVAL**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Please include this document as part of the reimbursement process and forward to Accounts Payable.

