



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.

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
 - (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	Town Clerk/Treasurer or designate
Town Clerk/Treasurer	Mayor or designate
Employees	Immediate Supervisor and Town Clerk/Treasurer

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.

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;
 - (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

POLICY

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

28. The Town of Shelburne Audit Committee shall review the hospitality annual summary report by September 30th of each year.
29. 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 19th, 2021
Date of Adoption (approved): May 3rd, 2021

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.