

VILLAGE OF PORT WILLIAMS



Hospitality Policy

Policy Statement:

The Village of Port Williams recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of Village business. Hospitality expenses may be incurred while hosting individuals from outside the Village municipal unit for reasons of diplomacy, protocol, business development or promotional advocacy. Under special circumstances i.e., retirement or volunteer recognition, hospitality expenses may be incurred for functions specific to Village Commissioners and employees. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

Policy Objectives:

- To provide direction and guidance to departments/employees with respect to the appropriate expensing of necessary hospitality expenses that support Village objectives.
- To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of Village business.
- To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Procedure:

1) Hospitality may be offered under the following circumstances:

- hosting dignitaries;
- engaging in official Village business with representatives from other governments; business, industry/labour leaders; or other community leaders;
- sponsoring meetings or conferences;
- hosting ceremonies/recognition events; or
- other official functions, as approved by the Village Commission

2) Authorization: Department Heads are responsible for submitting a **Request and Approval to Incur Hospitality Expense Form** (see attached) prior to incurring hospitality expenses to the Chief Administrative Officer (CAO). When seeking CAO approval a **Request and Approval to Incur Hospitality Expense Form** must be completed which contains:

- rationale/purpose of the event
- estimated numbers of attendees and their respective affiliations; and
- estimated costs including gratuities and supplementary expenses.

All hospitality expenses for special functions specific to Village Commissioners and employees must be pre-approved by the Village Commission.

3) A quarterly hospitality expense report must be posted online within 90 days of the end of the fiscal quarter. An annual summary report certified by the Chief Financial Officer must be reviewed by the Audit Committee and submitted to Municipal Affairs by Sept 30th.

4) While the Village's 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 be pre-approved by the CAO. If alcohol is provided at a Village hospitality event, applicable liquor laws must be adhered to, in addition to the principles of this policy.

5) Gifts: For reasons of diplomacy, protocol, business development, promotional advocacy, or recognition of service, the giving of token gifts to individuals outside the Village municipal unit is deemed appropriate. Requests must be submitted on a **Request and Approval to Incur Hospitality Expense Form**. The Village Commission must approve all hospitality gifts and all gifts issued to employees.

6) Itemized detailed receipts are required to support all claims.

Effective Date:	April 21, 2020
Date of last revision:	November 16, 2021
Date for next review:	November 16, 2024



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Request and Approval to Incur Hospitality Expenses

Destination and Purpose:

Date of Request	
Employee Name/Title	
Location	
Date of Event	
Purpose of Event or Activity	

Estimated Costs and Expense Detail:

Number of Attendees and Affiliations	
Meal & Non-Alcoholic Beverage Costs	
Meeting Space Costs	
Gratuities	
Gift Costs	
Other Expenses	

Submitted By: _____ Date: _____

Approval	
Date Approved	Signature