



Village of Chester Commission Hospitality Policy (2024)

1.0 Purpose

The Village of Chester recognizes that gifts and hospitality related activities are, at times, appropriate and legitimate expenses to support the Village's strategic and business objectives. The offering of gifts and hospitality will be done in such a manner to safeguard the appropriate use of public funds.

2.0 Policy Statement

This policy provides direction and guidance with respect to the offering of hospitality in an accountable and economical manner for the facilitation of government business and/or for reasons of diplomacy, protocol, business development, or promotional advocacy and not provide any personal benefit to commissioners or employees of the Village.

3.0 Hospitality

3.1 "Hospitality" and "hospitality event" is defined in this policy as a reception, ceremony, conference or other group event that involves hosting individuals from outside the Village. Hospitality may be offered under the following circumstances:

- a) Hosting dignitaries;
- b) Engaging in official public matters with representatives from other governments;
- c) Hosting business, industry/labour leaders, or other community leaders;
- d) Sponsoring or hosting conferences;
- e) Hosting ceremonies or recognition events; and
- f) Other official functions, as approved by the Village Commission.

3.2 "Hospitality expense" is defined in this policy as the cost of meals/catering and beverages, rented meeting space/accommodation, gifts, event staffing, and other expenses associated with the act of holding, hosting, or sponsoring a hospitality event.

3.3 Alcohol

a) While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event requires prior approval by the Village Commission.

b) All representatives and employees of the Village are expected to act responsibly in the care and well-being of themselves and their guests with respect to the provision of alcohol. Food must be served at all events where alcohol is provided for hospitality purposes, and non-alcoholic beverages must also be available.

c) All applicable liquor laws and licensing requirements must be adhered to in addition to the principles of this policy.

d) Per the Reimbursement Policy, alcohol is not an allowable expense for commissioners or employees of the Village while travelling for Village business.

3.4 Gifts

a) For reasons of diplomacy, protocol, business development, or promotional advocacy, the giving of token gifts to individuals who are not employees or representatives of the Village is sometimes appropriate.

b) Any giving of individual gifts exceeding \$50 in value requires prior approval by the Village Commission.

4.0 Prior Authorization

4.1 Subject to this policy, all hospitality events require prior authorization by the Village Commission. A hospitality event requires the following information for prior authorization:

- a) Rational/purpose of the event;
- b) Estimated number of attendees and their respective affiliations;
- c) If alcohol is to be provided at the event, reasons the provision of alcohol is appropriate and warranted in the circumstances; and
- d) Estimate itemized hospitality expenses, including gratuities and supplementary expenses.

4.2 In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and a document outlining the reasons prior approval was not possible.

5.0 Submission of Expenses

5.1 It is preferred that hospitality expenses shall be incurred directly by the Village by way of direct billing or use of the corporate credit card and not by way of reimbursement of expenses incurred by a commissioner or employee.

5.2 Any hospitality expenses incurred by individuals must be submitted on a Hospitality Expense Claim form. The completed expense claim must be submitted to the appropriate signing authority within 30 days after the hospitality event, along with a copy of the approved authorization documentation or explanation, per clause 4.1 and 4.2.

6.0 Reporting Requirements


6.1 In accordance with the *Municipal Government Act*, a Hospitality Expense Report that describes all the hospitality expenses incurred by the Village will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.

6.2 By September 30th of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.

6.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

Approved: Jun 18, 2024	Motion # 24-047
Amended:	Motion #

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.



Clerk/Treasurer

Jun 19, 2024

Date