

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number: 2.22

Subject: Hospitality Expenditures

Effective Date: (603) March 27, 2007; (160) May 26, 2009;
(318) November 24, 2009 – Effective December 1, 2009

It is a policy of the Dufferin-Peel Catholic District School Board to clearly and comprehensively describe the components of hospitality expenditures and to provide written administrative procedures that cover the reimbursement of those expenditures.

REGULATIONS

2.22 HOSPITALITY EXPENDITURES

Definition of Hospitality Expenditures:

This is the provision of food, beverages, (including alcohol), accommodation, transportation or other amenities at the expense of the Board

The following administrative procedure establishes the criteria and protocol for the reimbursement of expenditures that have been incurred by staff:

1. Hospitality expenditures must be necessary and reasonable. That is, hospitality should be extended in an economical, consistent and appropriate way to facilitate Board business or is considered necessary as a matter of courtesy.
2. Only the following persons may incur hospitality expenditures:
 - Director of Education
 - Associate Director of Education
 - Superintendent
 - General Manager
 - Manager (with approval of direct supervisor)
 - Principal
 - Vice-Principal
3. The direct supervisor of each of the above staff positions must approve all hospitality expenditures.
4. Hospitality may be extended on behalf of the Board under the following circumstances:
 - a) The recognition of staff or others for outstanding achievement (i.e. retirement, service, meritorious awards, etc).

- b) The engagement of representatives from other boards, the broader public sector, industry, public interest groups or unions/associations in discussions on official matters
- c) Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board
- d) Sponsoring or attending formal conferences related to the goals of the Board
- e) Staff/Trustee business meetings

All exceptions to the above that may arise must be approved in advance for staff by the Director of Education.

Should hospitality be extended by staff to vendors of the Board, prior approval must be obtained from the Superintendent responsible for the respective operational area. In the absence of the aforementioned staff, the Associate Director, Corporate Services is to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor.

Senior Management, Mid-Management (Managers) and School Administrators who are considering accepting hospitality from vendors to the Board, must also adhere to the provisions described in Board Policy 1.01, Code of Ethics for Senior Management, Mid-Management (Managers) and School Administrators.

This Policy/Regulation 2.22 must be followed in conjunction with the provisions contained in Board Policy 1.01, Code of Ethics for Senior Management, Mid-Management (Managers) and School Administrators.

ALCOHOL –

The protocol to incur this specific expenditure is as follows:

- a) Part of normal Board hospitality may include the moderate consumption of alcoholic beverages with a meal or during a reception. However, this may only be undertaken by staff with prior approval of any one of the senior staff listed in 2 above
- b) Reimbursement for the reasonable cost of alcohol is permitted for hospitality events
- c) The cost of alcoholic beverages must not exceed the cost of food at a hospitality event.
- d) Wherever possible, alcoholic beverages should not include premium brands or vintage wines
- e) Wherever possible, preference is to be given to alcoholic beverages produced in Ontario
- f) All laws/regulations concerning the serving of alcoholic beverages must be adhered to in all cases.