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**POLICY**

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| Policy Title | Agency hospitality policy |
| Category | Finance Policy: Travel, Meal and Hospitality Expenses |
| Sub-Category | Broader Public Sector Expenses Directives Q&A |
| Effective Date | August 27, 2024 |

## Purpose To enhance the experience of guests and community members attending key meetings, while ensuring consistent hospitality practices and adhering to [Broader Public Sector Expenses Directive 2020](https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020).

## Policy

Family and Children’s Services of the Waterloo Region is committed to building strong relationships with community partners and creating a positive atmosphere for guests to engage in shared work. We provide limited refreshments for key meetings, while adhering to the Broader Public Sector Expense Directive. This policy does not apply to training or support groups for foster, kin, adoptive parents, or volunteers.

**Procedure:**

Provision of refreshments at internal meetings and events is supported within the following guidelines:

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| Meeting duration of 2 hours or less | * No refreshments will be provided * Guests may access coffee or tea from an agency server located in the reception area |
| Meeting duration of a ½ day or more | * Coffee, tea, water and juice may be provided, arranged by the meeting host |
| Meeting duration of 1 or more days | * Coffee, tea, water and juice may be provided arranged by the meeting host * Snacks may also be provided arranged by the meeting host (pre-purchased snacks like granola bars, fruit) |
| Meeting of any duration which is of significance | * In addition to drinks and snacks, lunch may be provided by an external party if approved by the Senior Leadership team and/or the Director of Operations |

## Facilities, Finance and Executive Admin teams will be jointly responsible for procuring non-perishable refreshments (e.g., granola bars, gluten-free options, coffee, tea, juice) to minimize costs and accommodate dietary needs. Host must connect with the Facilities team in advance of their meeting to ensure that they have access to the required supplies.

## Definitions

The following are terms that are key to understanding this policy.

| Term | Definition |
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| Dietary Needs | The specific food requirements or restrictions of an individual. These can be based on factors such as:   * **Allergies or intolerances:** People with allergies or intolerances may need to avoid certain foods to prevent adverse reactions. * **Medical conditions:** Certain medical conditions may require specific dietary adjustments or restrictions. * **Personal preferences or beliefs:** Some people may choose to follow particular diets for personal or religious reasons. |
| Host | The person who organizes or leads an event. |
| Procuring | To obtain or acquire something, especially through planning or effort. It implies a more deliberate or formal process than simply getting or buying something. |
| Snack and Refreshments | Host will request items with cost efficiency in mind and final selections will be made by executive admin with collaboration with finance. |

## Related Procedures

Purchasing From Costco with Instacart for Fresh Produce- For HR And Executive Admin Team

Purchasing From Costco Website- for HR, Executive Admin Team and Finance

## References

[302 Finance Policy](https://facswr.sharepoint.com/:w:/r/sites/EmployeeInformation/_layouts/15/Doc.aspx?sourcedoc=%7B5F5D470C-4E9B-4F81-B330-771128BE6479%7D&file=302%20Finance%20Policy%20-%20Copy.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

[Broader Public Sector Expenses Directive 2020](https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020)

[Travel, Meal and Hospitality Expenses Directive: 7.0 Hospitality](https://www.ontario.ca/page/travel-meal-and-hospitality-expenses-directive#section-6)

## Revision History and Approvals

The following is a history of revision to and approvals of this policy.

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| --- | --- | --- | --- |
| Original approval date |  | Approved by |  |
| Revision date: |  | Approved by: |  |
| Revision date: |  | Approved by: |  |