



**POLICY SECTION:** Financial

**SUB-SECTION:** Miscellaneous

**POLICY NAME:** Offering of Hospitality and Gifts

**POLICY NO:** F.M.07

<b>Date Approved:</b> Board – April 20, 2011	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b>
<b>Cross References:</b> <b>Broader Public Sector (BPS) Expenses Directive</b> <b>Ontario Public Sector (OPS) Travel, Meal and Hospitality Expenses Directive</b>		
<b>Appendix:</b>		

**Purpose:**

**This policy will govern the offering of hospitality by Trustees and designated staff.**

**Scope and Responsibility:**

**The Director of Education or designate is responsible for this policy.**

**Alignment with MYSP:**

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees



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**Policy:**

It is the policy of the Toronto Catholic District School Board that elected officials and staff designated by the Director may offer hospitality or gifts on behalf of the Board where necessary and reasonable in the course of their duties. The objective of this policy is to comply with the Broader Public Sector (**BPS**) Expenses Directive which came into takes effect April 1, 2011 and was subsequently amended January 1, 2017, in a manner that achieves value for money while treating all employees both fairly and equitably. All expenditures related to hospitality and gifts will be made available for Freedom of Information (FOI) requests.

**Regulations:**

1. Hospitality and gifts may be extended on behalf of the Board when engaging in discussion of official public matters with, or sponsoring formal conferences for:
  - (i) Recognizing staff or other individuals for outstanding achievement (e.g. service, meritorious awards, etc.)
  - (ii) Engaging representatives of other Boards, the broader public sector, industry, public interest groups, unions or delegations in discussions on official matters;
  - (iii) Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board;
  - (iv) Sponsoring or attending formal conferences related to the goals of the Board.
2. Hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for:



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- Designated **Broader Public Service (BPS)** organizations; or
  - Any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive. Activities involving only those people in the organizations above are not considered hospitality and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this policy, or by the Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive. Examples would be: office social events, retirement parties and holiday lunches.
3. Hospitality offered to others may include the moderate consumption of alcoholic beverages with a meal. The cost of alcohol cannot exceed the cost of food. Elected officials shall be guided as to whether to order alcoholic beverages according to guest preference. All requests for reimbursement of alcoholic beverages must be approved by the **Chair of the Board in consultation with the** Director of Education **or designate** and a written business case will accompany the request supporting the decision.
- (i) Alcoholic beverages may be offered during a reception approved by the Board. These should not include premium brands or vintage wines. Costs of alcohol must be reasonable.
4. Gifts of appreciation should be of a value not to exceed ~~\$30~~ **\$50**. Gifts of greater value must be approved by the Director for designated staff or by the Chair for elected officials.
5. All expenses related to hospitality and gifts in this policy must be submitted on the Board's expense reports and must be accompanied by original detailed receipts or invoices with the number of individuals in attendance, their names, roles and the purpose of the expenditure.



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6. Approvals of expenses under this policy will be obtained from the immediate supervisor; in the case of trustees, the Director of Education or designate; in the case of the Directors Council, the Director of Education; and, the Chair of the Board will approve all expenditures of the Director.
7. The TCDSB will assume no obligation to reimburse expenses that are not in compliance with this policy.
8. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board for elected officials.

### **Definitions:**

**Hospitality** is the provision of food, beverages, accommodations, transportation, or other amenities paid out of public funds.

**Gifts** are tokens of appreciation or promotional materials given to persons who are not employed by or contracted to the Board in exchange for pro bono services or employees as identified in the regulations. The Broader Public Sector (BPS) Expenses Directive further defines any BPS employee as not eligible to receive hospitality from a fellow BPS employee even when they are employed by different organizations.

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

- Monitoring of transactions by the respective approval authority; and
- Review of expenditure submissions and periodic audits by the Finance department and/or internal/external auditors.