

Ch1-s1-15

Catering for Meetings

Responsible Authority:	Vice President, College Services
Approval Authority:	Strategic Leadership Team
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PURPOSE

The following guidelines are to be used when purchasing food from the College's catering facilities, and/or external catering providers.

SCOPE

These Catering for Meetings requirements apply to both the preparation of service requests for catering and to Inter-Departmental Transfers prepared to pay the charges directly. Because these charges are subject to public review, the costs incurred should be reasonable and necessary for the conduct of College business and be able to stand up to public scrutiny.

DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
Catering	The supply of food and/or beverages for any internal or external event and/or meeting
Food	Hot or cold nourishment served buffet or sit-down style
Beverage	Non-alcoholic: Coffee, tea, juice, pop, water

PROCEDURE

This procedure is noted for meetings where catering is permitted.

<u>Action</u>	<u>Responsibility</u>
1. Practice 1.1 Meetings Where Catering Is Permitted <ol style="list-style-type: none"> a) Board of Governors; b) Meetings with external stakeholders; i.e. PAC meetings, focus groups, community partners' events; 	

- c) Internal meetings of three (3) hours or more; i.e. “staff welcome back”, “department end of year meeting”;
- d) Staff retreat of three (3) hours or more (on campus);
- e) Other meetings as approved by the Senior Team.

1.2 Internal Meetings Over Lunch Or Dinner Hour Periods

- a) School departmental meetings are mostly scheduled during the “common hour” from 12:30 – 1:30 p.m. but typically there is no catering at these meetings
- b) Staff should not schedule internal meetings over lunch or dinner if another time is available.

1.3 Catering For Staff Meetings, Retreats & Seminars

- a) Half day sessions: beverages with optional cookies or muffins, or fruit (suggested \$ limit = \$4-\$5 per person)
- b) Full day sessions: beverages with light lunch of sandwiches with optional salad or fruit (suggested \$ limit = \$10-\$12 per person).

2. Restrictions

2.1 Alcoholic Beverages

- a) Purchase and consumption of alcoholic beverages for meetings are not permitted. Alcoholic beverages for social functions must be pre-approved by the President.
- b) Hospitality may include consumption of alcohol at a meal or a reception with invitees, but only when there is a business case.
- c) Alcohol should be provided in a responsible manner as indicated in policy ch9-s1-01 Alcoholic Beverage Services.

3. Staff Events

Department-paid catering is not permitted for staff functions or social events that do not constitute college business.

4. Approvals

A departmental billing code must accompany all catering requests and be signed by an authorized departmental budget approver.

RELATED POLICIES

ch2-s2-01 Travel, Meals and Hospitality

ch11-s3-04 Perquisites