



KENORA CATHOLIC DISTRICT SCHOOL BOARD

100 General Administration Procedures

AP 123: Food at Meetings and Professional Activity Events

The Kenora Catholic District School Board recognizes the need to balance efficient use of funds with the effective use of time. Therefore there are occasions where it is appropriate to use public funds to purchase food for meetings or professional activity events. Also, the provision of food should be equitably and fairly provided. Nothing in this procedure limits the ability of employees to voluntarily bring food to share although employees must be aware of food allergies of attendees and adhere to allergy rules at the location of the meeting. Provision of coffee, tea and water is always allowable. Juice, pop or other beverages are considered food for the purposes of this procedure.

1. Approval
 - a. Approval for food at PD events shall be by the budget holder, unless the budget holder was also a participant, in which case the budget holder's supervisor would approve the expense.
 - b. The individual with the most senior position with the board as per the Organizational Chart shall purchase the food.
2. Situations where it may be appropriate to purchase food
 - a. Where the purchase of food decreases the amount of break time required for employees to obtain their own meal.
 - b. Where a number of attendees are away from their normal place of work.
 - c. Where a meeting could not be scheduled during normal business hours and must therefore be scheduled over a meal time and a normal meal break can not be scheduled immediately prior or after the meeting.
 - d. Where a large portion of the attendees are not employees of the board and the board is practicing hospitality.
3. Situations where it is not appropriate to purchase food
 - a. Where all or the majority of attendees are at their normal place of work.
 - b. Where a meal takes place immediately prior or subsequent to a meeting.
 - c. Where no business is conducted.

4. Limits

- a. Events less than 2 hours – food purchase is not normally appropriate unless under 2 c. above
- b. Events between 2 hours and 4.0 hours: One snack with a cost no more than \$3 per person
- c. Events longer than 4.0 hours: Two snacks with a cost no more than \$5 per person
- d. Meals must not be more than the maximum allowable amount in AP 504: Staff Travel

5. Examples:

- a. SEAC meeting from 1:30 to 3:30. The meeting is 2 hours and most of the attendees are volunteers. Snacks under \$3 per person are allowed.
- b. All Day Teacher and EA PD event at the Catholic Education Centre. The majority of employees are away from their normal place of business. Two snacks with a total under \$5 are allowed. A lunch may be allowed where the purpose was to limit the lunch break.
- c. Breakfast and Lunch on Leadership Meeting Day. Many employees are away from their place of business. Meeting in excess of 4 hours. However the lunch break is not shortened and business is not conducted over breakfast. Therefore in town employees pay for their own meals.
- d. Executive Council meeting from 8:30 to 12 noon. Most of the attendees are at their normal place of business. No food is provided but employees may voluntarily bring snacks.
- e. Liaison Committee meeting from 12:00 to 1:30. The meeting is not scheduled during the regular business day because it would be disruptive to the school schedule, students supported by EA reps and would be costly to bring in supply personnel for all staff involved. No lunch break is provided. Lunch is allowed.
- f. Special Meeting of the Board at 5:00 pm to coincide with Trustee schedules. The meeting can not occur during the regular work day. Supper is allowed.

6. Special Occasions: The following Special Occasions are specifically recognized as being allowable.
 - a. Yearend Award Recognition and Retirement Luncheon: On the last day of the year all staff are invited to attend the Award Recognition and Retirement Luncheon. Staff who attend are required to purchase a ticket. Presentations are scheduled throughout the meal. This event is open to all employees. Employees who choose not to attend are otherwise scheduled in their normal place of work and are provided with their normal lunch break.
 - b. Annual Organizational Meeting of the board in December. Priests, dignitaries and other non-employees are invited therefore snacks and refreshments are provided.

Form(s) Associated with this procedure:

Legal References:

Effective Date: September 1, 2011

Latest Review Date: August 22, 2011, November 2011