

OLG Business Meetings Standards

FINAL (April 2022)

PURPOSE

These standards establish a formalized process for planning and approving business meetings and submitting expenditures, while ensuring compliance and accountability with respect to all OLG policy requirements.

APPLICATION AND SCOPE

These standards are applicable to all OLG employees and OLG Board of Director appointees.

For the purpose of these standards, business meetings have been classified into the following categories:

- Divisional Meetings
- Employee Meetings and Training Sessions
- Appointee (OLG Board of Director) Meetings
- Hospitality

DEFINITIONS

Business Meeting: an OLG employee hosted meeting for the purpose of discussing OLG-related business. For the purpose of these standards, meetings are categorized into the following types: divisional, employee meetings and training sessions, appointee (Board of Director) and hospitality.

Catering: an expense incurred for food and/or beverages provided during an in-person business meeting. Food and/or beverages will not be provided or reimbursed for those attending virtually.

Divisional Meetings: a meeting arranged for all employees of a division, typically limited to one per fiscal year (Divisions with large teams at each corporate office should consider holding two divisional meetings, one in each location to minimize costs).

Employee Meetings: a scheduled in-person meeting held for the purpose of discussing OLG business with other OLG employees.

Hospitality Meetings: the provision of food, beverage, accommodation, transportation, or other amenities at public expense to persons who are not engaged in work for the Ontario Government or any organization covered by the Broader Public Sector Expenses Directive.

Onsite: A designated OLG office.

Training Session: a scheduled meeting where the main purpose is to provide training and/or development to a group of OLG employees.

Working Hours: regularly scheduled hours of work assigned to an Employee.

GUIDING PRINCIPLES

OLG recognizes that employees may be required to occasionally hold business meetings to discuss OLG-related matters. Employees must exercise reasonable care and judgment in incurring business meeting expenses.

OLG employees involved in planning, budgeting, approving, participating in and reporting of business meetings must follow the guidelines provided to ensure that:

- a) meeting costs are minimized whenever possible
- b) business meetings are conducted consistently based on valid and properly documented operational needs
- c) business meetings and the associated expenditures are properly supported including the provision of itemized receipts and appropriate business rationale
- d) optimal procurement decisions are made based on the guidelines and are in compliance with other OLG policies and procedures

Employees and approvers should take the following into consideration when planning a business meeting:

- Internet, video or teleconferencing technology should be leveraged whenever possible, taking into consideration business requirements and fiscal responsibility.
- Business meetings should be hosted at the most economical and operationally effective location. When an OLG facility cannot be used, consideration should be given to using other Ontario Government facilities before using commercial venues. Documentation and rationale for venue choice is required.
- All external facilitator/consultant requirements and related costs for business meetings should be carefully considered during the planning stage. Consider leveraging OLG employee expertise from a facilitation and/or planning perspective prior to engaging external advisors.
- External media support is only allowed on an exception basis. Exception requests must be included on the Divisional Meeting Approval Request Form and approved by the Chief Financial Officer (CFO) prior to any commitment being made.

REQUIREMENTS

1. TYPES OF MEETINGS

1.1. Divisional Meetings

- 1.1.1. Prior to any commitment for goods or services the Divisional Meeting Approval Request Form must be completed and approved by the CFO. This form must be attached to any commitment document and/or invoice submitted for payment. The form can be found on Inside OLG, Forms & Templates.
- 1.1.2. Procurement must be contacted to facilitate optimal sourcing if an OLG location is not available.
- 1.1.3. No external media support, unless pre-approved as an exception on the Divisional Meeting Approval Request Form.
- 1.1.4. Travel should be minimized whenever possible and Executive Leadership Team (ELT) members with large teams should consider holding two divisional meetings, one in each corporate location in order to minimize costs.
- 1.1.5. Accommodation costs should be minimized by holding meetings in locations within the primary work location area as defined in the OLG Travel, Meal and Hospitality Policy.

- 1.1.6. Catering for Divisional meetings may be justified when it is essential to meet over a meal period.
- 1.1.7. Every effort must be made to ensure the related business meal expense is consistent with the rates used for meal allowances, inclusive of taxes and gratuities (see Travel, Meal and Hospitality policy).
- 1.2. Employee Meetings and Training Sessions
 - 1.2.1. No external media should be charged to OLG.
 - 1.2.2. When scheduling Employee meetings and Training Sessions, meal periods should be avoided whenever possible; however, catering may be justified on an exception basis when employees are required to attend an on-site meeting after working hours.
 - 1.2.3. Senior Vice President/Executive Leadership Team member pre-approval is required for catering.
 - 1.2.4. The meal expense should be consistent with the rates used for meal allowances, inclusive of taxes and gratuities (see Travel, Meal and Hospitality policy).
- 1.3. Appointee (OLG Board of Director Meetings)
 - 1.3.1. Catering for Appointee meetings may be justified when the meeting occurs over a meal period. These charges should be modest and reasonable for the location of the meeting and the status of guests in attendance. The maximum amount spent per person should not exceed the meal allowance rate (inclusive of taxes and gratuities) referenced in the Travel, Meal and Hospitality policy.
- 1.4. Hospitality Meetings
 - 1.4.1. Hospitality cannot be offered solely for the benefit of anyone covered by the Travel, Meal and Hospitality Directive or the Broader Public Sector Expenses Directive. (i.e. reimbursement or payment of expenses related to office social events such as; retirement parties, holiday lunches, etc.)
 - 1.4.2. Costs associated with the provision of catering must be consistent with the status of the guests and intended business purpose.
 - 1.4.3. Hospitality meetings that include the provision of alcohol require special approvals – See the Hospitality section of the Travel, Meal and Hospitality policy.
 - 1.4.4. Hospitality meetings that do not include alcohol must be approved in advance by the appropriate ELT Member.
 - 1.4.5. Additional information with respect to hospitality can be found in the Travel, Meal and Hospitality policy, within the Hospitality section.

2. ADMINISTRATION

- 2.1. Documentation and Purchasing/Payment
 - 2.1.1. Documentation Requirements
 - 2.1.1.1. Expenses submitted for payment related to business meeting expenditures must include supporting documentation as follows:
 - the purpose of the meeting and expected benefit to be received
 - a list of attendees
 - detailed receipts

For Divisional meetings the above information is documented and approved as part of the Divisional Meeting Approval Request Form and must be attached to any payment request.

2.1.2. Purchasing / Payment Method

2.1.2.1. Reasonable costs related to business meetings may be incurred (i.e. including; costs for meeting facilities, training materials, etc.) when appropriate and approved. Prior to initiating any commitments, the following purchasing and payment options should be considered:

- Purchases should be invoiced to OLG whenever possible.
- Purchase Orders (POs) may be required if the purchase does not meet Non-PO exception policy – Corporate Procurement policy.
- Employees who have access to a corporate credit card may use this payment method if purchase is allowable under the Consolidated Corporate Purchasing Card Policy.
- Employee travel expense forms must not be used to seek reimbursement and will be denied if submitted for reimbursement.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Senior Vice President / Executive Leadership Team (ELT) Members	<ul style="list-style-type: none"> ▪ Reviewing requests for Divisional meetings submitted using a Divisional Meeting Approval Request Form. ▪ On an-exception basis, pre-approving catering at employee meetings. ▪ Ensuring that all meetings held by the division are done so in an economical manner, have a defined business need, and are carried out in accordance with these standards.
CFO	<ul style="list-style-type: none"> ▪ Reviewing and approving all Divisional Meeting Approval Request Forms. ▪ Approving any exceptions to these standards with appropriate business rationale.
Directors / Managers	<ul style="list-style-type: none"> ▪ Providing their ELT Member with Divisional meeting plans for the upcoming fiscal year. ▪ Ensuring their direct reports are familiar with these standards and adhere to the requirements.
Business Meeting Arrangers	<ul style="list-style-type: none"> ▪ Tracking incurred expenses, reconciling the costs and ensuring adequate supporting documentation is attached to submissions for payment/reimbursement. ▪ Contacting Procurement for sourcing requirements and optimal purchasing methods.
OLG Procurement	<ul style="list-style-type: none"> ▪ Assisting departments with securing venues when OLG or other Government locations are not available. ▪ Assisting departments with securing optimal sourcing for other aspects of the meetings, including but not limited to consultants, trainers, and audio-visual equipment.

RELATED POLICY INSTRUMENTS

- Travel, Meal and Hospitality Expenses Policy
- Consolidated Corporate Purchasing Card Policy
- Corporate Purchasing Procedures
- Delegation of Financial Management Authority Policy
- Corporate Procurement Policy

POLICY INSTRUMENT OWNER

VP Controller

POLICY INSTRUMENT APPROVAL

Approver	Date
Chief Financial Officer	March 31, 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
April 4, 2022	Policy Services	Supersedes Business Meeting Policy #FP-02-03-002