

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA  
POLICY MANUAL**

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| <b>SECTION</b> | General Policies   |
| <b>POLICY</b>  | 6115 – Hospitality |

**Objective** To ensure that hospitality expenses paid for using Legislative Assembly funds are appropriate, economical, duly authorized and to provide clarity on the circumstances in which hospitality expenditures may be necessary on the basis of reciprocity, diplomatic protocol or custom, professional courtesy, or for the facilitation of Legislative Assembly business.

**Application** This policy applies to hospitality expenses incurred by all Legislative Assembly employees appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66) and their invited guests, excluding those expenditures incurred by parliamentary committees.

**Authority** Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

**Key Definitions** **“Assembly guest”** means an invited participant, attendee, or group at an official Legislative Assembly event;

**“business rationale”**, in respect of incurring an expenditure, means the intended operational benefit to the Legislative Assembly in discharging Assembly business or improving the efficiency of the operations of the Assembly;

**“hospitality expense”** means the incurrence of reasonable and relevant expenditures (e.g., food, beverages, and/or social activities) in relation to the organization and facilitation of business events with an Assembly guest;

**“reasonable”**, in relation to a hospitality expense, means an expense that is appropriate taking into account the nature of the event, location, availability of services, number of guests anticipated, costs (if any), and any other relevant considerations.

**1. General** .01 Hospitality expenses may only be incurred in relation to one of the following types of official Legislative Assembly events:

- a) **official protocol**: includes activities such as a diplomatic or parliamentary visit, event, ceremony and reception;
- b) **meetings, working sessions, or conferences**: includes business sessions, long meetings and retreats on a subject matter that relates to the business or operations of the Legislative Assembly;
- c) **outreach events**: includes gatherings intended to enhance the public’s understanding and appreciation of the Legislative

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Assembly such as the Halloween and Christmas public events organized by the Parliamentary Education Office.

- .02 Hospitality expenses must be reasonable, directly relate to the performance of duties and responsibilities of the department incurring the expenditure, and may only be incurred where there is a business rationale.
- .03 Directors (or equivalents) of Legislative Assembly departments must ensure that:
  - a) decisions to offer hospitality are carefully considered and necessary based on diplomatic protocol or custom, professional courtesy, or for the facilitation of Assembly business; and,
  - b) hospitality expenditures are reasonable and made with due regard to the need, nature, frequency, purpose, and cost of the event.
- .04 The offer of hospitality is limited to the Clerk of the Legislative Assembly, members of the Clerk’s Leadership Group, and directors (or equivalents) of Legislative Assembly departments in appropriate circumstances.
- .05 The Parliamentary Dining Room should be afforded the first right of refusal for the provision of food and beverages at events hosted on the Legislative Precinct where the total food and beverage cost is expected to exceed \$50.00.
- .06 The provision of gifts as part of hospitality is subject to *Policy 6110 – Gifts and Honoraria*.

**2. Venue**

- .01 Events at which hospitality is offered must take place within the Legislative Precinct, subject to the exception outlined in subsection 2.02.
- .02 Where a space within the Legislative Precinct is inappropriate or not available, an external venue may be used subject to the written pre-approval of the responsible member of the Clerk’s Leadership Group and the Clerk’s Leadership Group if it is better suited for the event based on location, available amenities, and reasonableness.

**3. Official Protocol**

- .01 Hospitality offered as part of an official protocol event must be pre-approved in writing by both the responsible member of the Clerk’s Leadership Group and the Clerk of the Legislative Assembly, as evidenced by their authorization on the corresponding *Hospitality Event Pre-Approval Form*.

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- .02 If the Clerk of the Legislative Assembly intends to offer hospitality as part of an official protocol event, written pre-approval must be obtained from the Speaker if the cost is expected to exceed \$250.00.
- .03 Hospitality offered as part of an official protocol event may additionally consist of reasonable expenditures, which may include:
  - a) entertainment events;
  - b) tours of the Capital Regional District or other places of interest;
  - c) local transportation to and from an Assembly-hosted function;
  - d) room rental; and
  - e) incidental expenses, such as flowers and decorations.
- .04 Hospitality expenses may be incurred in relation to a spouse or companion of a Legislative Assembly employee or guest if that person’s presence is required based on diplomatic protocol.

**4. Working Meals**

- .01 Legislative Assembly guests may be hosted over a working meal if a business rationale exists for carrying out Legislative Assembly business over a meal. Attendance is to be limited to those who are required to be present to contribute to the objective(s) of the meeting.

**5. Liquor Charges**

- .01 Liquor charges are not paid for or reimbursed by the Legislative Assembly in relation to meetings or working meals. Refer to *Policy 6105 – Liquor Control and Inventory* for further information regarding liquor charges.

**6. Reimbursement or Invoice Payment**

- .01 A duly completed *Hospitality Event Summary Form* must be included with all hospitality expense reimbursement or invoice payment requests submitted through DocuWare for expense authority approval and processing, as outlined in *Policy 3000 – General Expenditure*.
- .02 Itemized receipts (and not simply payment terminal receipts) must be submitted when seeking reimbursement or payment of hospitality expenditures from vendors other than the Parliamentary Dining Room.

**7. Reporting**

- .01 At the request of the Clerk of the Legislative Assembly, any *Hospitality Event Summary Form* must be submitted to the Clerk (or their designate) for review.

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| <b>Contact</b>    | Questions regarding this policy may be directed to Financial Services at <a href="mailto:financialservices@leg.bc.ca">financialservices@leg.bc.ca</a> . |
| <b>Procedures</b> | <i>Hospitality Event Pre-Approval Form</i><br><i>Hospitality Event Summary Form</i>   |

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**References**

- Policy 3000 – General Expenditure**
- Policy 6105 – Liquor Control and Inventory**
- Policy 6110 – Gifts and Honoraria**

*Kate Ryan-Lloyd*

Approved and authorized by  
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

*September 10, 2020*

Date

**POLICY HISTORY**

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| Version 1 | September 10, 2020 |
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