



ADDENDUM  
REGULAR MEETING OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PUBLIC SESSION

Angela Kennedy, Chair Frank D'Amico, Vice Chair

Thursday, December 9, 2021

7:00 P.M.

---

	Pages
<b>19. Reports of Officials for the Information of the Board of Trustees</b>	
<b>19.b. COVID19 Resilient Infrastructure Stream (CVRIS) Projects - Financial Update (Verbal) - Derek Boyce, Associate Director of Facilities, Business and Community Development</b>	
<b>20. Reports of Officials Requiring Action of the Board of Trustees</b>	
<b>20.a. From the Governance and Policy Committee: Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07</b>	1 - 7
<b>20.b. From the Governance and Policy Committee: Advocacy Policy A.06</b>	8 - 13
<b>20.c. From the Governance and Policy Committee: Employee Expenses Policy F.M.01</b>	14 - 26
<b>22. Listing of Communications</b>	
<b>22.a. From the Governance and Policy Committee: Approved Minutes of the Governance and Policy Committee Held October 5, 2021</b>	27 - 34



REPORT TO

REGULAR BOARD

## DISPOSAL OF SURPLUS OR OBSOLETE FURNITURE, FIXTURES AND EQUIPMENT POLICY F.P.07

*“I can do all things through him who strengthens me” Philippians 4:13*

Created, Draft	First Tabling	Review
November 22, 2021	December 7, 2021	

M. Farrell, Superintendent, Environmental Support Services

### RECOMMENDATION REPORT

#### Vision:

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

#### Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Brendan Browne, PhD  
Director of Education

A. Della Mora  
Associate Director of Academic  
Affairs and  
Chief Operating Officer

D. Boyce  
Associate Director of  
Facilities, Business and  
Community Development

R. Putnam  
Chief Financial Officer and  
Treasurer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07 to conform to current practices and policies.

*The cumulative staff time required to prepare this report was 4 hours.*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment Policy F.P.07 was first approved in March 2010 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies:

F.P. 01 Purchasing Policy

R.01 Real Property

B.M.06 Environmental Practice

3. The policy was reviewed at the December 7<sup>th</sup>, 2021 Governance and Policy Committee.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

This policy has been amended in consultation with staff from the Facilities and Communications Departments, Field Superintendents and Legal Services.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.

2. Further reports will be brought to Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION**

The updated policy as approved will be posted on the TCDSB policy register.

## **G. COMMITTEE RECOMMENDATION**

The Governance and Policy Committee recommends that the revised Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07 provided in Report Appendix A, be adopted.



**POLICY SECTION: Finance**

**SUB-SECTION: Purchasing**

**POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment**

**POLICY NO: F.P.07**

<b>Date Approved:</b> Board March 31, 2010	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b> March 2010;
<b>Cross References:</b> F.P. 01 Purchasing Policy R.01 Real Property B.M.06 Environmental Practice		
<b>Appendix</b>		

**Purpose:**

**This policy outlines the process that will be used for the disposal of furniture and other equipment.**

**Scope and Responsibility:**

**To ensure effective internal controls for the disposal of furniture and equipment through an environmentally and financially appropriate process throughout the Toronto Catholic District School Board.**

**The Director of Education supported by the Superintendent of Environmental Support Services is responsible for this policy.**

**Alignment with MYSP:**

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being



**POLICY SECTION: Finance**

**SUB-SECTION: Purchasing**

**POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment**

**POLICY NO: F.P.07**

~~Achieving Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Inspiring and Motivating Employees~~

**Policy:**

Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

**Regulations:**

1. This policy applies to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the respective Principal or Departmental Manager.
2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual, shop equipment, vehicles etc.
3. Items which are donated to or purchased on behalf of a school become the property of the Toronto Catholic District School Board and subject to this policy.
4. The ~~Materials Management Department~~ **Environmental Support Services Department in conjunction with the appropriate departments,** shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Board's needs.
5. Items for disposal shall be sent to the Board's Warehouse facility for processing unless otherwise directed by the **Environmental Support Services Department**



**POLICY SECTION: Finance**

**SUB-SECTION: Purchasing**

**POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment**

**POLICY NO: F.P.07**

~~Materials Management Department~~, for example in such circumstances where disposal directly from a location is warranted or otherwise cost-effective.

6. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Board.

7. Methods of disposal shall include but are not limited to: public tender, - sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a publicly funded or charitable organization or by environmentally approved waste management methods.

8. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.

9. No items may be disposed of or sold privately by an employee. **An Employee who disposes of or sells privately an item contrary to this policy may be subject to discipline.**

10. No items may be sold to an employee except through a public sale, auction or tender.

11. Real property, buildings and portable classrooms are excluded from this policy.

### **Evaluation and Metrics:**

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

**Environmental Support Services Department will continue to monitor and review the disposal processes for compliance and conformity to other relevant Board policies and regulatory requirements.**



**POLICY SECTION: Finance**

**SUB-SECTION: Purchasing**

**POLICY NAME: Disposal of Surplus Or Obsolete Furniture,  
Fixtures And Equipment**

**POLICY NO: F.P.07**





REPORT TO

## REGULAR BOARD

## ADVOCACY POLICY A.06

*So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12*

**Created, Draft**

December 2, 2021

**First Tabling**

December 7, 2021

**Review**

P. Matthews, General Legal Counsel

**RECOMMENDATION REPORT****Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



**Brendan Browne, PhD**  
Director of Education

**A. Della Mora**  
Associate Director of Academic  
Affairs and  
Chief Operating Officer

**D. Boyce**  
Associate Director of  
Facilities, Business and  
Community Development

**R. Putnam**  
Chief Financial Officer and  
Treasurer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current policy on Advocacy A.06 to conform to current practice and policies.

*The cumulative staff time required to prepare this report was 1 hour.*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Advocacy Policy was first approved in 2012 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies.
3. The policy was reviewed on December 7, 2021 by the Governance And Policy Committee.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

This policy has been amended in consultation with staff from the Legal Services department.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION**

The updated policy as approved will be posted on the TCDSB policy register.

## **G. COMMITTEE RECOMMENDATION**

The Governance and Policy Committee recommends that the revised Advocacy Policy A.06 provided in Report Appendix A, be adopted.



**POLICY SECTION:** ADMINISTRATION  
**SUB-SECTION:**  
**POLICY NAME:** ADVOCACY  
**POLICY NO:** A.06

**Date Approved:**  
2012 – Board

**Date of Next  
Review:**

**Dates of Amendments:**  
November 2015

**Cross References:**

**TCDSB Code of Conduct Policy S.S.09**

**TCDSB Operating By-Law Number 175**

**TCDSB Donation Policy F.F.02**

**TCDSB Advertising Policy A.03**

**TCDSB Communications Policy A.37**

**TCDSB Logo Use Policy T.16**

**TCDSB Community Engagement Policy S.10**

**TCDSB Access to Students in Schools S.S.04**

**TCDSB Catholic School Parent Councils Policy S.10**

**TCDSB Electronic Communication – Acceptable Use Policy A.29**

***Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56***

***Education Act, R.S.O. 1990, c. E.2***

***Ontario Human Rights Code, R.S.O. 1990, c. H. 19***

**Purpose:**

This Policy affirms and promotes the need for advocacy with all our stakeholders in a fiscally responsible way.

**Scope and Responsibility:**

The policy extends to all facets related to the Toronto Catholic District School Board and the appropriate use of funds while advocating on behalf of the TCDSB. All who advocate for the TCDSB are responsible to adhere to the policy.



**POLICY SECTION:** ADMINISTRATION  
**SUB-SECTION:**  
**POLICY NAME:** ADVOCACY  
**POLICY NO:** A.06

**Alignment with MYSP:**

**Living Our Catholic Values**

Strengthening Public Confidence

**Fostering Student Achievement and Well-Being**

**Achieving** Excellence in Governance

**Providing Stewardship of Resources**

**Inspiring and Motivating Employees**

**Financial Impact:**

~~There would be a yearly commitment to professional and communal membership dues.~~

**Legal Impact:**

~~There may be liability that is associated with the inappropriate use of TCDSB funds.~~

**Policy:**

The Toronto Catholic District School Board recognizes the necessity of ongoing and effective communications among the TCDSB, education partners and the Ontario government to advance the position of the TCDSB in regards to educational issues.

**Regulations:**



**POLICY SECTION:** ADMINISTRATION  
**SUB-SECTION:**  
**POLICY NAME:** ADVOCACY  
**POLICY NO:** A.06

1. The TCDSB may pay membership dues and fees to **educational organizations and other** organizations which support the tenets of Roman Catholicism and other education organizations.
2. No elected official or employee shall use TCDSB funds to attend events for specific political parties.
3. **That organizations other than those in Regulation 1 that do not expressly support the tenets of Roman Catholicism be brought to the Board for approval.**

#### **Definitions:**

Not of significance in this policy.

#### **Evaluation and Metrics:**

An audit of fees paid demonstrate that only groups who support Catholic faith have received monies for membership and that elected officials have abided by the regulation above.



## REPORT TO

## REGULAR BOARD

### EMPLOYEE EXPENSES POLICY F.M.01

*So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12*

Created, Draft	First Tabling	Review
November 30, 2021	December 7, 2021	<a href="#">Click here to enter a date.</a>

R. Putnam, Office of the CFO and Treasurer  
D. Bilenduke, Senior Coordinator, Finance  
A. Dippolito, Senior Coordinator, Payroll Services

### RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Brendan Browne, PhD  
Director of Education

A. Della Mora  
Associate Director of Academic  
Affairs and  
Chief Operating Officer

D. Boyce  
Associate Director of  
Facilities, Business and  
Community Development

R. Putnam  
Chief Financial Officer and  
Treasurer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current policy on Employee Expenses F.M.01 to conform to current practices and policies.

*The cumulative staff time required to prepare this report was 8 hours*

## **B. PURPOSE**

1. This recommendation report is on the order paper of the Governance and Policy Committee as it recommends a policy revision.

## **C. BACKGROUND**

1. The policy was first approved in April 2011 and was updated on October 19, 2017.
2. Changes to this policy reflect current practice, use of the online expense submission system (Concur), and alignment with related policies.
3. The policy also provides direction on working from home.
4. The policy was reviewed at the December 7<sup>th</sup>, 2021 Governance and Policy Meeting.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. This policy has been amended in consultation with staff from the Business Services and Legal Services departments.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

The updated policy as approved will be posted on the TCDSB policy register.



## **G. COMMITTEE RECOMMENDATION**

The Governance and Policy Committee recommends that the revised Employee Expenses F.M.01 provided in Report Appendix A, and the accompanying Meal and Mileage Rates provided in Report Appendix B, be adopted.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

<b>Date Approved:</b> April 20, 2011	<b>Date of Next Review:</b> <b>December 2026</b>	<b>Dates of Amendments:</b> October 19, 2017
---	---	---

**Cross References:**

Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive

Public Sector Expenses Review Act, 2009

Broader Public Sector Expenses Directive (Ontario)

Broader Public Sector Perquisites Directive (Ontario)

Broader Public Sector Accountability Act, 2010

Trustee Services and Expenditure Policy (T.17)

TCDSB Employee Travel Allowance Guidelines

**Appendices:** Meal and Mileage Reimbursement Rates

**Purpose:**

The objective of this policy is to comply with the Broader Public Sector Expenses Directive which took effect April 1, 2011 (amended January 1, ~~2017~~ 2020) in a manner that achieves value for money while treating all employees both fairly and equitably. All expenditures related to employee expenses will be made available for Freedom of Information (FOI) requests.

**Scope and Responsibility:**

This policy applies to any person in the TCDSB making an expense claim. The Director is responsible for this policy with the support of the Payroll and ~~Business Services~~ Finance departments.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

### **Alignment with MYSP:**

Living Our Catholic Values  
 Strengthening Public Confidence  
 Achieving Excellence in Governance  
 Providing Stewardship of Resources  
 Inspiring and Motivating Employees

### **Policy:**

Unless previously negotiated or identified contractually, the Toronto Catholic District School Board shall reimburse employees for reasonable expenditures incurred on the Board's behalf in the execution of their duties. This process is based on widely accepted best practices and must be both transparent and accountable.

### **Regulations:**

#### **Approval**

1. All employees are required to obtain the appropriately designated approval prior to committing to or incurring an expense. Approval should also be contingent on budget availability and total ongoing cost. Expenses must be submitted to at least one level higher than the employee, starting at the level of Manager. In the case of the Director of Education this would be the Chair of the Board or his/her delegate.
2. Approvers are only authorized to approve expenses that were incurred in the performance of organizational business within the context of this policy. Approvers are only authorized to approve expenses that include all appropriate documentation itemized in the SAP Concur online employee expense reimbursement system. ~~on the approved expense form for reimbursement.~~



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

In situations when a payment must be made without the appropriate documentation available a written explanation must accompany the expense form. Reimbursement will be at the discretion of the ~~Associate Director, Business Services~~ Chief Financial Officer and Treasurer.

3. All travel outside of the province of Ontario must first have the written permission of the Director of Education.

### Documentation

4. Requests for reimbursement must be made ~~on either a Payroll Expense Form or an Employee Expense Form~~ in the SAP Concur online employee expense reimbursement system and must have all original itemized receipts images attached and indicate the date and nature of each charge. The expenses will be reviewed and approved by the Department Head/Principal or the designated authorized Concur approver, starting from the Manager level and higher. Approved expenses will be reimbursed through the Board's payroll system. Individual cheques will not be issued.

### Equipment

5. Equipment issued by the TCDSB will remain the property of the Board and will be returned either when it is no longer useful to the employee, it is replaced or the employee leaves the employment of the Board.
6. The employee shall reimburse to the TCDSB any expenditure incurred due to personal use of the equipment.
7. Where a TCDSB standard or contract for equipment has been established the employee will choose this standard or receive written permission from the standard holder exempting them from this standard. Any contracts or purchases entered into by employees without prior approval will become the responsibility of the employee.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

8. Consumables for Board issued equipment should be sourced from Board approved vendors using a purchase order or TCDSB purchasing card whenever possible.

### **Working from Home**

9. Working remotely is a privilege and requires that employees have access to high-speed internet in order to perform the basic duties of their position. TCDSB does not provide nor reimburse for home internet access.
10. Individuals may decide where TCDSB issued peripherals (e.g., monitors) will be primarily located (i.e., at home or at the office). Additional peripherals will not be supplied and any additional supplies or consumables for work at home (e.g., printer, paper, toner) will not be reimbursed.

### **Home Technology**

11. The Board will reimburse employees for long distance or cell phone charges incurred on a personal line for Board business by way of ~~an approved employee expense form~~ the SAP Concur online employee expense reimbursement system with original receipts images and documentation attached.

### **Travel and Professional Development**

12. Employee expenses incurred on Board business including attending conferences, conventions and other professional development activities as an approved representative of the TCDSB shall be reimbursed as follows:
- Prior approval will be obtained from the appropriately designated individual and/or Superintendent before any costs or commitments are incurred.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

- b. Employees shall be reimbursed for out-of-pocket travel expenses incurred while on Board business. Eligible expenses include:
  - i. A rate per kilometer to be aligned with the Canada Revenue Agency **prescribed** rate and amended ~~from time to time~~ annually, as required.
  - ii. Paid parking associated with the travel.
  - ii. TTC tokens or day passes.
- c. Allowable expenses for an approved representative will be determined as follows:
  - i. Course, conference, workshop or registration fees or charges.
  - ii. Meals at reasonable cost during the scheduled event which are not included in registration. ~~The maximum daily charges for 3 meals should not exceed the rates published by the Ontario Public Service (OPS) Travel Meal and Hospitality Expenses Directive~~ **Reimbursement for meals will be limited to the applicable rates established under this policy.** Expenses for alcoholic beverages will not be reimbursed and must be deducted from the bill.
  - iii. Mileage and parking expenses for use of a personal vehicle.
  - iv. Public transportation at cost.
- d. Standard hotel accommodation with prior approval. It is expected that one call of reasonable length, per day to your residence is appropriate while traveling on Board business.
- e. Transportation costs at Economy Class or the lowest fare practical for conferences or conventions outside of the GTA. This could include air, rail or vehicle rental if a personal vehicle is not available or practical.
- f. Other business expenses at the lowest cost option (telephone, fax and internet).
- g. Reasonable gratuities for porter, hotel room services and taxis.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

- h. The following will not be reimbursed:
- i. Recreational costs (fitness facilities, video rentals, mini bar charges, golf tournament fees, etc.)
  - ii. Alcoholic beverages.
  - iii. Ticket costs for theatre, concert, movie or sporting events.
  - iv. Purchase of promotional items.
  - v. Parking tickets, traffic violations or other automobile expenses not listed above.
- i. All expense claims for travel allowance, mileage, ~~must be submitted to Payroll using a fully completed payroll expense form.~~ Claims for parking, transit, ~~medical notes~~, taxis, etc. will be submitted ~~to the Business Services Department~~ using the SAP Concur online employee expense reimbursement system ~~a fully completed employee expense form and when appropriate may be paid from petty cash.~~ All itemized receipts ~~images~~ must be attached, where required, and a brief description of the purpose of the expense will accompany the request.
- j. Unless otherwise specified, all requests for employee reimbursement must be ~~received~~ entered and approved in the SAP Concur online employee expense reimbursement system ~~either Payroll or Business Services with the appropriate approval~~ within 90 days of the date of the ~~event~~ expense was incurred. Expenses incurred prior to the Board's year end of August 31st must be submitted by September 30th for reimbursement. Failure to comply with these deadlines ~~will~~ ~~may~~ result in the ~~form~~ request being returned unpaid.
- k. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director of Education ~~or Chief Financial Officer and Treasurer.~~



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

### **Automobile Expenses**

13. All employees not subject to a collective agreement who use their automobile on Board approved business shall be reimbursed mileage at the per kilometer rate as prescribed by the Canada Revenue Agency (CRA) ~~the equivalent rate paid by the Province of Ontario to its employees~~ and will be reviewed on an annual basis as part of the budget process.

### **Meals**

14. Meals will be reimbursed to salaried non-union personnel whose work requires them to attend meetings or perform required duties beyond the working day and a meal is not provided otherwise.
15. To qualify, an employee must work a minimum of three hours beyond the working day and it must be approved by their immediate supervisor or equivalent. A receipt will be required for reimbursement and the meal should have been eaten by the employee in order to be eligible.
16. Reimbursement will be made using the SAP Concur online employee expense reimbursement system ~~by way of an approved employee expense form~~ with all receipts images and documentation attached. The expenses will be reviewed and approved by the Department Head/Principal or the designated authorized Concur approver, starting from the Manager level and higher. Expenses cannot be submitted later than 90 days past the ~~event~~ date the expense was incurred.
17. Reasonable meal rates will be maintained in accordance with the Broader Public Sector Expenses Directive, and amended from time to time as required to ensure the rate per meal is fair and appropriate.





POLICY SECTION: FINANCE  
 SUB-SECTION: MISCELLANEOUS  
 POLICY NAME: EMPLOYEE EXPENSES  
 POLICY NO: F.M. 01

### Out-of-Pocket Expenses

18. Employees are expected to follow the Board's Purchasing Policy which requires the use of a Purchase Order or Departmental Purchasing Card for supplies. Occasionally, employees may be required to purchase supplies out of pocket for which they will be reimbursed provided it was pre-approved.

19. Employees will be reimbursed for out-of-pocket expenses for supplies as per the following:

- I. The employee's appropriately designated supervisor will approve of the purchase expense prior to the purchase being made.
- II. Reimbursement must be made using the SAP Concur online employee expense reimbursement system on an Employee Expense Form and be submitted to Accounts Payable within 90 days of the purchase. The form submission will must have all original and itemized receipts images attached and will indicate the date and nature of each charge.

### Definitions:

**Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017 2020)**

This directive sets out the rules guidelines for government employees, appointees, contractors and other designated persons to claim reimbursement for work-related travel, meal and hospitality expenses.

**Broader Public Sector Expenses Directive (Ontario, updated January 1 2020 February 23, 2017)**

This directive sets out the requirement for designated broader public sector (BPS) organizations to establish rules guidelines related to perks in cases where perks are provided through public funds.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

### **Broader Public Sector Perquisites Directive (Ontario)**

The requirements set out in this document raise the level of accountability and transparency for designated broader public sector (BPS) organizations, contributing to greater alignment with the high standards expected in Ministries and agencies of the Government of Ontario.

### **Evaluation and Metrics:**

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

1. Meal and Mileage Reimbursement rates are reviewed annually by the Payroll and ~~Business Services~~ Finance departments.
2. The Annual Budget Estimates ~~report to Board~~ includes budget provisions for employee expenses.

**Meal Rates in Canada (December 2021)**

<b>Meal</b>	<b>Maximum Amount</b>
Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$30.00
After Hours	\$25.00

Note: the maximum amount includes taxes and gratuities; receipts required.

**Mileage Reimbursement Rates (December 2021)**

<b>Annual Kilometers</b>	<b>Per Kilometer Rate</b>
Up to 5,000 kilometers	\$0.59
Beyond 5,000 kilometers	\$0.53

## **OUR MISSION**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.  
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

## **OUR VISION**

*At Toronto Catholic we transform the world  
through witness, faith, innovation and action.*



# **MINUTES OF THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION**

**HELD TUESDAY, OCTOBER 5, 2021**

## **PRESENT:**

### **Trustees:**

M. de Domenico, Chair  
N. Crawford - Ex-Officio  
N. Di Pasquale  
I. Li Preti - Virtual  
T. Lubinski- Virtual

### **Staff:**

B. Browne  
C. Fernandes  
M. Loberto  
P. Matthews  
R. Putnam  
  
S. Harris, Recording Secretary  
S. Hinds-Barnett, Assistant Recording Secretary

### **External Guest:**

A. Robertson, Parliamentarian

## **1. Call to Order**

On behalf of the Board of Trustees and Staff, the Chair acknowledged World Teachers' Day 2021, and thanked the teachers of the Toronto Catholic District Board (TCDSB) for their valuable contributions.

**4. Roll Call and Apologies**

Trustee Martino was absent.

**5. Approval of the Agenda**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the Agenda be approved.

The Motion was declared

CARRIED

**6. Declarations of Interest**

There were none.

**7. Approval and Signing of the Minutes**

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that the Minutes of the Meeting held September 7, 2021 be approved.

The Motion was declared

CARRIED

### **13. Staff Reports**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 13a) be adopted as follows:

#### **13a) Flag Flying Policy A.04 (New) received.**

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the Policy be referred back to Staff to complete the Operational Procedures in consultation with the Indigenous Advisory Committee.

Results of the Vote taken on Referral, as follows:

#### **In Favour**

#### **Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion to Refer was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 13b) be adopted as follows:

#### **13b) Trustee Pregnancy and Parental Leave Policy T.21 (New) that the Governance and Policy Committee recommend to Board that the Policy on Trustee Pregnancy and Parental Leave of Absence T.21 provided in Report Appendix A, be adopted.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 13c) be adopted as follows:

- 13c) Offering of Hospitality and Gifts Policy F.M.07** that the Governance and Policy Committee recommend to Board approval of the policy on Offering of Hospitality and Gifts F.M.07, as amended.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 13d) be adopted as follows:

- 13d) Credit and Purchase Cards Policy A.24** that the Governance and Policy Committee recommend to Board approval of the Credit and Purchase Card Policy A.24, as amended.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 13e) be adopted as follows:

- 13e) Rescindment of Policy on Parking - Church Use B.G.05** that the Governance and Policy Committee recommend to Board that TCDSB Parking - Church Use Policy G.B.05 (Appendix A of the report) be rescinded, as the provisions of this policy are addressed by the Board's



Master Shared Use Parking Agreement with the Roman Catholic Episcopal Corporation.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

**16. Updating of Pending List**

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Item 16a) be adopted as follows:

**16a) Monthly Pending List** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Item 16b) be adopted as follows:

**16b) Annual Policy Priority Schedule** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Lubinski

The Motion was declared

CARRIED

Trustee Li Preti did not vote/respond.

**17. Adjournment**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the meeting be adjourned.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Lubinski

The Motion was declared

CARRIED

Trustee Li Preti did not vote/respond

---

SECRETARY

---

CHAIR