

Trustees Services and Expenditures Board Policy T.17

November 12, 2018

Notice of Motion

- BE IT RESOLVED THAT: an Ad Hoc Committee be established to review Trustee expenditures and services and recommend changes (if any); and
- FURTHER BE IT RESOLVED that the Trustee Service Committee consist of at least (3) three members; and
- FURTHER BE IT RESOLVED that the terms of reference include but not be limited to updating and reviewing policy T.17 and make recommendations for change (if any) to the Governance Committee





Individual Resources

Pooled Resources

Trustees Services Budget
\$11,000

Expenses Paid by Board

Breakdown:

Cellphone & Internet Services
\$3,980

- Internet service (\$100/mo)
- Long Distance (200/yr)
- Cellphone Service (\$150/mo)

Support Services
\$4,020

- Office Equipment and Supplies
- Postage & Printing
- Travel for Board Business
- Hospitality (\$500/yr)
- Advertising & Promotion
- Research & Professional Services

Professional Development
\$3000

- Educational Conferences, conventions or Workshops
- Diploma/Degree programs are not eligible

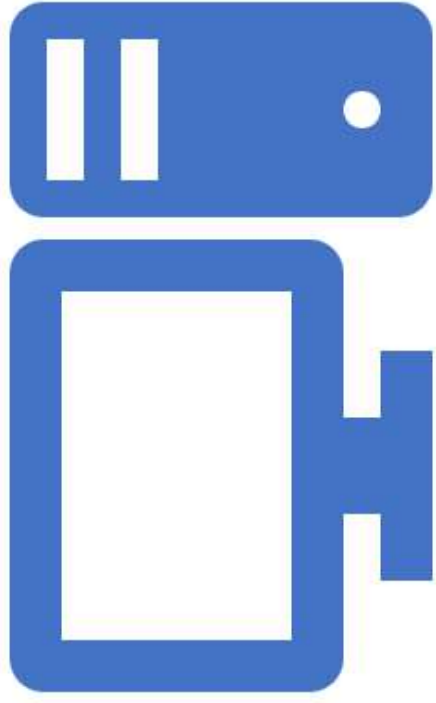
- laptop computer, printer, telephone
- Office software
- Tablet Computer (Wifi only)
- Cellular phone
- Voice mail and Answering Service
- High Speed Internet Service
- Filing Cabinet and Shredder

Travel on Board Business

- Up to **\$2,000/yr** (in excess will be charged to Trustee's budget)

Notes: Out of pocket reimbursement shall not exceed \$4,020/yr

Cash Expenses exceeding \$100 will not be reimbursed unless prior approval of the Director has been obtained, and original receipts are required



POOLED RESOURCES

Expenses paid by the Board

- Laptop computer, printer, telephone
- Office software
- Tablet computer (Wi-fi only)
- Cellular phone
- Voice mail and Answering service
- High Speed Internet Service
- Filing Cabinet and Shredder
- Travel on Board business up to \$2,000/year

INDIVIDUAL RESOURCES

Expenses paid by Trustee Expense Budget:

- Cellphone, Data & Internet Service (\$3,980/yr.)
- Internet service (\$100/mo.)
- Long Distance (\$200/yr.)
- Cellular Phone service (\$150/mo.)
- Support Services (\$4,020/yr.)
- Office Equipment & Supplies, Postage, Printing, Travel, Advertising & Promotion, Research, and Hospitality (\$500/yr.)
- Professional Development (\$3,000/yr.)
- Educational Conferences, Conventions or Workshops
- Programs of study leading to a Diploma/Degree are not eligible.

Original Receipts are required, and cash expenses exceeding \$100 will not be reimbursed

Meal and Mileage Rates

Maximum Meal Rates:


- Breakfast (\$10.00)
- Lunch (\$12.50)
- Dinner (\$22.50)
- After Hours Meal (\$19.50)

Maximum Mileage Rates:

- | Km per year | Rate per Km |
|--------------|-------------|
| • 0-5,000 | \$0.54 |
| • Over 5,000 | \$0.48 |

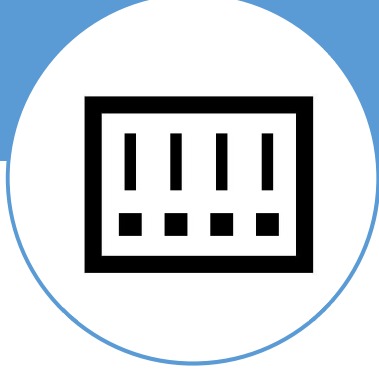
Regulated by Broader Public Sector (BPS) Expense Directive

Trustee Expenses Reported Publicly

- 
- Trustee Expenses reported Quarterly
 - Summary and Supporting Documents posted on TCDSB's website
 - All expense reports remain on TCDSB's website until 1 year after the expiry of the current term of office
 - No transfer of funds between budgets permitted
 - Unspent funds cannot be carried forward to next budget year

Trustee Expense Reimbursement Process

- Expense reimbursement form
- Attach all original receipts
- Submit to Trustee Services
- Mileage companion application



Colin Johnston
Officer – Trustee Services
Colin.Johnston@tcdsb.org
416-222-8282 x2659

Amanda Condello-Finniss
Officer – Trustee Services
Amanda.Condello@tcdsb.org
416-222-8282 x2660