



## REPORT TO

# AD HOC TRUSTEE SERVICES COMMITTEE

## TRUSTEE SERVICES AND EXPENDITURES POLICY

*"This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins."*

**1 John 4:10**

Created, Draft	First Tabling	Review
February 20, 2019	February 25, 2019	April 3, 2019
S. Camacho, Chief Information Officer P. De Cock, Comptroller of Business Services & Finance		
<b>RECOMMENDATION REPORT</b>		

**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.*



**Rory McGuckin**  
Director of Education

**D. Koenig**  
Associate Director  
of Academic Affairs

**L. Noronha**  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report responds to the Ad Hoc Trustee Services Committee's review of the Trustee Services & Expenditure Policy (T.17). The review provided feedback regarding the equipment and support services required by the Trustees to carry out their responsibilities as a member of the board. This report recommends amendments to Board Policy T.17 in order to respond to the feedback provided by Committee members.

The amendments include updates to the equipment and services provided to trustees, and new overall budget limits for individual trustee and central pooled expenditure categories. This report provides further analysis concerning communication strategies for consideration, increased the overall limit for trustee's professional development expenses, and defined the term of hospitality. In addition, the "After Hours" meal limit has been removed in order to simplify the range of meal options in compliance with the Broader Public Sector (BPS) Expense Directive.

*The cumulative staff time required to prepare this report was 30 hours.*

## **B. PURPOSE**

1. This report responds to feedback received from the Ad Hoc Committee members during the meetings on January 22<sup>nd</sup> 2019 and February 25<sup>th</sup>, 2019, and provides recommended changes to Board Policy T.17 (Trustee Services and Expenditures). The amended Board Policy T.17 appears in Appendix A, and the Policy with all edits highlighted in a side-by-side format appears in Appendix D.

## **C. BACKGROUND**

1. *The motion approved by the Board of Trustees resolved that:*
  - A. An Ad Hoc Committee be established to review Trustees Services and Expenditures and recommend changes (if any), and
  - B. That the Trustee Expenses Committee consist of at least (3) members, and

- C. 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.
2. ***The current TCDSB Policy T.17 (Trustee Services and Expenditures) with recommended changes appears in Appendix A.*** The changes are based on feedback received during the Ad Hoc Committee meetings on January 22<sup>nd</sup> and February 25<sup>th</sup> 2019.

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

1. ***The TCDSB trustee expense and service limits are comparable to the co-terminus District School Board.***
- a) Comparative GTA Trustee Expense and Service limits appear in Appendix B. TCDSB staff collected the comparative limits appearing in the table from each District School Board's Policy for Trustee expenses and services. The comparative data reveals similarities between the TCDSB and co-terminus Board for out-of-pocket expenses and some differences regarding meal rates and central governance supports.
  - b) The annual Trustee's Individual expense budget provision remains fixed at the current funding level, given the relative similarity to the co-terminus Board level and greater provision than other Greater Toronto Area Boards. The recommended amendments, however, introduce a greater amount of funding flexibility to enable variation between expense categories while maintaining an overall limit of \$11,000.
2. ***Trustees' average 4-year costs for cellular, internet, long distance, support services and professional development is well within the existing funding allocations.*** The table below summarizes the 4-year trustee term of expenses by category appearing in Appendix C.

For each category, the highest and lowest average spend within that category's dataset is provided in order to provide the average cost range and compares to the calculated median and average values.

The Support Services category demonstrated the highest utilization of the budget provision, however, only marginally at 56.2% budget utilization.

<b>2015-18 Trustee Term Average Expenses by Category</b>					
	<b>Cellular</b>	<b>Internet</b>	<b>Long Distance</b>	<b>Support Services</b>	<b>Professional Development</b>
<b>Highest 4 Year Average Value</b>	1209.05	1313.22	49.29	3916.58	2022.17
<b>Lowest 4 Year Average Value</b>	536.48	0	0	1264.03	0
<b>Median Value</b>	613.15	782.33	0	2131.21	1290.51
<b>Trustee Average</b>	<b>704.85</b>	<b>733.58</b>	<b>4.61</b>	<b>2259.83</b>	<b>1133.41</b>
<b>Subtotal</b>	<b>1443.05</b>				
<b>Budget</b>	<b>3980.00</b>			<b>4020.00</b>	<b>3000.00</b>
<b>Difference</b>	<b>2536.95</b>			<b>1760.17</b>	<b>1866.59</b>
<b>% Budget Spent</b>	<b>36.3%</b>			<b>56.2%</b>	<b>37.8%</b>

3. At the last meeting of the Trustee Services Ad Hoc committee, staff were asked to review the possibility and costs associated with printing and distributing Trustee newsletters. Staff reviewed the costs associated with several printing and distribution models. Staff reviewed black and white printing and colour printing costs. Staff also reviewed, several distribution models including delivering newsletter to parishes for distribution, delivery via postal-walk (i.e. flyer distribution) or sending newsletters through the mail. The unit costs are estimated below.

<b>Item</b>	<b>Unit Costs</b>
Black and White Printing	\$0.08 per page
Colour Printing	\$0.30 per page
Parish Delivery	Free
Postal Walk	\$0.175 per address
Mail	\$0.535 per address (includes envelop)

Based on these unit costs, staff developed several scenarios based on rounded number of addresses. The scenarios below provide a rough estimate for one newsletter run and for one trustee. Trustees would need to review their target audience by wards (appendix E) to determine how many newsletters would need to distributed for their specific scenario.

<b>Black and White single-page newsletter</b>			
<b># of newsletters</b>	<b>Parish Delivery</b>	<b>Postal Walk</b>	<b>Mail Delivery</b>
<b>1,000</b>	\$80.00	\$255.00	\$615.00
<b>5,000</b>	\$400.00	\$1,275.00	\$3,075.00
<b>10,000</b>	\$800.00	\$2,550.00	\$6,150.00
<b>25,000</b>	\$2,000.00	\$6,375.00	\$15,375.00
<b>50,000</b>	\$4,000.00	\$12,750.00	\$30,750.00
<b>100,000</b>	\$8,000.00	\$25,500.00	\$61,500.00

<b>Colour single-page newsletter</b>			
<b># of newsletters</b>	<b>Parish Delivery</b>	<b>Postal Walk</b>	<b>Mail Delivery</b>
<b>1,000</b>	\$300.00	\$475.00	\$835.00
<b>5,000</b>	\$1,500.00	\$2,375.00	\$4,175.00
<b>10,000</b>	\$3,000.00	\$4,750.00	\$8,350.00
<b>25,000</b>	\$7,500.00	\$11,875.00	\$20,875.00
<b>50,000</b>	\$15,000.00	\$23,750.00	\$41,750.00
<b>100,000</b>	\$30,000.00	\$47,500.00	\$83,500.00

Given the cost above, staff believe adding these costs to the trustee budget would be cost prohibitive for the Board. As such, staff are recommending to maintain existing practice and to cover these costs via trustees' individual budgets so that individual trustees can determine what services are of value to them.

4. In addition to the completing this cost analysis, staff also met with staff from the TDSB to review what newsletter services are provided to TDSB trustees. Staff were informed that trustees from the TDSB are not provided mail delivery services for their trustee newsletters. All trustee's newsletters at the TDSB are delivered electronically to parents or other stakeholders. TCDSB staff will look to see what other electronic delivery options are available for the TCDSB.

## **SUMMARY OF CHANGES**

### **1. Information Technology**

This section of the policy focuses on the technology equipment that will be provided to trustees for the length of their term. In order to improve clarity, there has been significant wording and styling changes to this section of the policy. However, in general, the practices and principals within this section have not changed from what is provided today.

The following summarizes the changes to the Information Technology Equipment section:

- a) Clarifying that IT equipment is owned by the Board and provided to trustees for the purpose of supporting their work on Board Business.
- b) Generalize the equipment types in the policy to allow future models changes (i.e. smartphone vs Blackberry), while still maintaining the use of Board standards.
- c) Allowing trustees to select up to 4 devices at any point in their term, as apposed to only at the beginning.
- d) Clarifying that trustee are allowed to select from a menu of devices and any point in their term.
- e) Clarifying the budget source for equipment, accessories and upgrades
- f) Removing the requirement to charge the base cellphone plan to a trustee's individual budget
- g) Clarify the ability of trustee to purchase equipment at the end of their term
- h) Clarify that repairs will be charged to individual trustee budgets.

### **2. Support Services**

- a) Clarifying the where and at what times the board will provide IT support for trustees and well as clarifying the level of services offered to trustee offsite or at odd-hours.
- b) Provided an expanded definition of support services provided by the Communications Department, in particular, emphasizing the managing of messaging to families, school communities and media.

- c) Inserted the role of the Communications Department to manage responses to specific incidents or emergent issues that represent a significant public interest, concern or reputational risk to the Board.

### **3. Professional Development**

- a) Professional development resources expanded to include religious/Catholic publications and periodicals;
- b) Professional development expenses limited to an upper limit of \$4,000 and any unspent Professional Development funds can be spent on the “all other expenses” category but remaining within the overall \$11,000 Trustee’s Individual expense budget limit.

### **4. Board Representation Activities**

- a) Inserted the costs associated with Trustees serving as a Board Representative at specified events and activities, and other events approved by the Board of Trustees.

### **5. Travel on Board Business**

- a) Travel for the purpose of official Board business includes the reimbursement for public transportation fares inclusive of TTC and other regional public transportation fares.

### **6. Additional Out-of-Pocket Expenses**

- a) The limit for hospitality expenses eliminated, effectively placing hospitality expenses into the “All Other Expenses” category.

### **7. Reimbursement of Out-of-Pocket Expenses**

- a) Inserted the requirement for hospitality expenses must be submitted for reimbursement complete with original itemized receipts.

## **8. Reporting**

- a) No material changes.

## **9. General Provisions**

- a) Inserted the overall budget limit of \$11,000 in which all trustees expenses shall not exceed.
- b) Inserted a regulation that recognizes any accommodation related (for AODA purposes) trustee expenses shall be funded from the Trustees' Pooled expense budget.

## **10. Definitions**

- a) Additional definitions provided to describe the Trustees' Individual and Pooled expense budget provisions, and technology terminology.
- b) Inserted a definition for hospitality.

## **E. STAFF RECOMMENDATION**

That the Ad Hoc Trustee Services Committee receive the comparative data and recommended edits to TCDSB Policy T.17 and refer directly to Regular Board for approval by the Board of Trustees.