

POLICY SECTION: **Trustees**

SUB-SECTION:

POLICY NAME: **Trustee Services and Expenditures**POLICY NO: **T. 17**

<b>Date Approved:</b> September 2015	<b>Date of Next Review:</b> October 2020	<b>Dates of Amendments:</b> October 19, 2017- Board; April 23, 2015 – Board; September 12, 2013 – Corporate Affairs; May 15, 2012 – Board; March 7, 2012 – Board; February 14, 2012 – Governance and Framework Committee; June 10, 2009; August 26, 2008 – Supervision Team (The Board)
<b>Cross References:</b> Employee Expenses (F.M.01) <i>Education Act</i> , RSO 1990 Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017) <i>Public Sector Expenses Review Act</i> , 2009 Broader Public Sector Expenses Directive (Ontario, updated February 23, 2017) Broader Public Sector Perquisites Directive (Ontario) <i>Broader Public Sector Accountability Act</i> , 2010 (Part IV – Expense Claims: Allowable Expenses)		
<b>Appendix A - Trustee Expense Limits</b>		

**Purpose:**

A Board Policy is required to establish the rules and regulations regarding the reimbursement of expenses, and the provision of central support services in compliance with the Ontario Education Act, Broader Public Sector Directive for Expenses, and any other related Ontario Regulations.

**Scope and Responsibility:**

This policy governs the manner in which the Toronto Catholic District School Board shall provide equipment and support services, reimburse Trustees for professional development activities and specified out-of-pocket expenses required to carry out their responsibilities as a member of the Board.

**Alignment with MYSP:**

Strengthening Public Confidence  
Excellence in Governance

**Policy:**

The Toronto Catholic District School Board shall provide equipment and support services required by Trustees to carry out their responsibilities as a member of the Board. In addition, Trustees will be reimbursed for professional development activities and specified out-of-pocket expenses incurred in carrying out their duties.

Only expenses expressly permitted in this policy will be eligible for compensation.

**Regulations:****A. Information Technology**Information Technology (IT) Equipment

1. At the beginning of each term, Trustees will be offered information technology (IT) equipment, as described below, to assist in conducting official business of the Board. The technology equipment items will be offered according to the contracts and standards in place at the Board for such items at the time of order.
2. Each Trustee can order up to four (4) technology equipment items at any point in time during the 4-year term, regardless of the start date of their elected term. Equipment must be chosen from a predefined equipment list based on the Board Standard at the time of order. Only one of each device type can be ordered per 4-year term. These types include:
  - Tablet device
  - Cellular phone (smart phone)
  - Laptop Computer with dock and monitor
  - Multi-function printer
3. All equipment purchased shall be charged to the Trustees' Pooled Budget. The final cost and equipment type of the selected equipment shall be posted online along with individual trustee expenses.
4. In addition to the 4 devices above, trustees may purchase any associated accessories such as cases, cables, headsets, chargers, and other small technology items from the Trustee's Individual expense budget so long as the amount does not exceed the limits within Appendix A.
5. Trustees will be provided with 1 (one) Board standard cellular phone and associated cellular phone plan. The standard Board cellular phone plan cost shall be funded through the Trustees Pooled expense budget. Charges over and above the standard plan shall be charged to the Trustee's Individual expense budget.
6. Minor equipment configuration changes (i.e. more memory, larger hard drive) of Board standard technology equipment can be requested by trustees in order to meet their individual needs. Changes must be reviewed and approved by the Chief Information Officer to ensure compliance with security standards and software reliability. Minor changes should also not diminish the efficiency benefits

associated with technology standardization and should not result in additional technical support being provided to the trustee on top of the standard support offering. All cost associated with these changes shall be charged to the Trustee's Individual expense budget.

7. To ensure effective use of technology and security of the Board's systems and data, all technology equipment will be loaded with the Board's standard software applications, configuration, and security applications.
8. Equipment purchased with Board funds is considered Board property and must be returned to the Board at the end of the trustee's term of office. Equipment that is being replaced must also be returned to the Board.
9. At the end of the Trustee's term of office, the Trustee may purchase any equipment at the depreciated book value as determined by the Chief Financial Officer, plus any associated contract fees. To ensure compliance with Board contracts and security practices, all Board licensed software, data, and service shall be returned or removed from equipment at the end of the term before any purchased equipment is transferred to the trustee.
10. Lost, stolen, damaged or broken equipment must be reported to the Board. Any repair expenses shall be charged to the Trustee's Individual expense budget.

### **Home Based Carrier Service Plans**

11. Trustees shall be permitted to expense home internet services (high-speed, wireless, fibre, etc.) and one (1) phone line in order to support the trustee in conducting the official business of the Board. Such services shall be procured by individual trustees and charged to the Trustee's Individual expense budget up to the limits set within Appendix A.
12. Trustees shall not be reimbursed for additional home based phone lines, faxes, or other similar service since such services are offered at Board offices and/or through the trustee's Board issued cellphone.

### **Technology for Student Trustees**

13. Student Trustees shall be entitled to the same technology and related expenses as if they were full members of the Board of Trustees. For clarity, although student trustee terms are shorter and do not align with regular trustee terms, they will still be offered new equipment at the start of their term.

## **B. Support Services**

1. Trustees will have access to the following services throughout their term of office:
  - (a) research, administrative and constituency supports
  - (b) newsletters
  - (c) courier delivery
  - (d) photocopying
  - (e) photography for Community events
  - (f) business cards
  - (g) promotional materials as approved by the Board
  - (h) Information Technology support as defined below
  
2. Research, administrative and constituency support will be provided through Trustee Services support staff. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.
  
3. The Communications Department will provide support to Trustees for public communications products sent on behalf of the Board. In addition, the Board of Trustees will consult with the Communications Department regarding:
  - (a) Responses to specific incidents or emergent issues that may result in significant public interest, concern, or reputational impact,
  - (b) Messaging to families and communities regarding board priorities, initiatives and matters related to government relations/initiatives,
  - (c) School community events when providing greetings on behalf of the Board,
  - (d) Requests from outside organizations to promote, publicize or engage in events and/or initiatives,
  - (e) Training and support with traditional and social media as related to their role, and
  - (f) Review of factual content in trustee newsletters.
  
4. Printing services will be provided through the Board and charged to the Trustee's Individual expense budget.

5. No newsletters or promotional materials will be provided or distributed for the incumbent trustee or any electoral candidate in the three months prior to any municipal election.
6. Amounts expended on photocopying, business cards and other promotional materials, including costs incurred by schools, will be charged to the Trustee's Individual expense budget.

#### Information Technology Support

7. Trustees will be provided appropriate access to standard Board systems in order to conduct official business of the Board. These systems include typical office systems such as email, calendaring, telephone extension, voice mail, web conferencing, and meeting management software.
8. Within the Trustees' shared office space at the CEC, trustees will be provided a shared desk with a monitor and keyboard to be used in conjunction with the Board issued laptops. The space will also be equipped with a shared multifunction printer, large display screen, and basic cable television.
9. Trustees will be offered similar technology support services offered to employees including access to the Service Desk (helpdesk) and technical support during business hours. Trustee will also have access to on-site technical support during all regularly scheduled board meetings at the CEC. In addition, Trustees may also request support after-hours on days when no Board meetings are scheduled. Such technical support must be requested in advance and is offered on a "best efforts" basis and based on staff availability.

#### **C. Professional Development**

1. Trustees may subscribe to educational and religious/Catholic publications or periodicals. They may also travel outside Ontario and Canada with the prior approval of the Board, in order to attend educational and religious conferences, conventions or workshops to become knowledgeable and remain current with educational trends and/or participate as a speaker.

2. Professional development expenses may include:
  - (a) course, conference or workshop registration;
  - (b) travel to the event via public transportation or personal vehicle according to section D of this policy;
  - (c) standard hotel accommodation;
  - (d) meals for the registrant not included in the registration fee. The allowable meal expense reimbursement limits will be set according to the Broader Public Sector Expenses Directive, and amended from time to time as required;
  - (e) faxes, and internet charges related to the conduct of trustee duties at the event;
  - (f) where the professional development activity is outside of the Greater Toronto Area, transportation to the event via public carrier at the lowest practicable costs and taxi charges during the event may be included as expenses. If transportation to the event is via personal vehicle, applicable parking charges may be included in addition to the per kilometer reimbursement; and
  - (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.
3. Professional development will be reimbursed from the Trustee's Individual expense budget established for this purpose. Reimbursement for professional development activities shall not exceed the limit per annum per Trustee as specified in appendix A.
4. Courses of study, which lead to diplomas or degrees, or expenses not specifically detailed in this section of the policy, shall not be eligible for reimbursement.

**D. Board Representation Activities**

1. Trustees may be reimbursed for attending events and dinners as representatives of the Board for the following specified events, which will be paid for through their Individual Trustee expense budget:
  - OCSTA, CCSTA events within Ontario/Canada
  - Cardinal's Dinner
  - Angel Foundation Gala
  - Ordinandi Dinner
2. In addition, Trustees may be reimbursed to attend other events in the official capacity of representing the Board with the approval of the Board of Trustees.

**E. Travel on Official Business of the Board**

1. Trustees may be reimbursed for out-of-pocket travel expenses incurred while on official Board business. Eligible expenses include:
  - (a) a rate per kilometer to be aligned with the Canada Revenue Agency (CRA) rate, and amended from time to time as specified in appendix A;
  - (b) paid parking associated with the travel;
  - (c) public transportation fares; and
  - (d) taxi fares to and from the meeting site.
2. Travel expenses where previous approval was obtained by the Board of Trustees shall be reimbursed upon submission and approval of the Trustee Travel Expense Claim. The amount claimed will be charged against the maximum payable under this policy for travel expenses outlined in the appendix A.

**F. Additional Out of Pocket Expenses**

1. In addition to travel on Board business, trustees may be reimbursed for the following out-of-pocket expenses incurred in their role as members of the Board:



- (a) Hospitality expenses, to hold school or ward based meetings;
  - (b) Other reasonable hospitality expenses, consistent with duties of a Trustee under Official Board Business and with Broader Public Sector Expense Directives;
  - (c) Consumable supplies for home-based office;
  - (d) Postage for board business or communicating with constituents;
  - (e) Development and printing of constituency materials other than newsletters including advertisements;
  - (f) Community and/or School or Student recognition
2. Reimbursement for out of pocket expenses shall not exceed the limit per annum for Chair, Vice Chair and Trustee as described in appendix A.
  3. Out of Pocket Expenses will be reimbursed upon submission and approval of the Trustee Expense Claim Form from the Trustee's Individual expense budget.
  4. Trustee Expense Claim Forms and accompanying original receipts will be submitted through Trustee Services support staff.

#### **G. Reimbursement for Out-of-Pocket Expenses**

1. All claims for reimbursement of out-of-pocket expenses must be approved by the Director of Education (or Associate Director designate) via Trustee Service support staff.
2. Trustees may appeal a decision concerning their expenses to the next public session of the Board.
3. Claims forms will detail the nature of the expense, the category of the expense, the rationale for the claim, the method of payment, and/or names of persons hosted or locations visited.
4. Only expenses specifically permitted under this policy may be claimed for reimbursement.
5. Where the forms have not been duly completed or the Director of Education is

of the opinion that the claim is outside the provision of the policy, the Director is authorized and obligated to deny the claim. Rationale for denial will be provided to the trustee prior to denial of the claim.

6. Hospitality expenses must be supported by the original itemized receipts, and there will be no reimbursement for alcoholic beverages.

## **H. Reporting**

All expenses for the quarter must be submitted within two weeks of the quarter end directly to Trustee Service support staff. Expenses must be submitted on completed expense claim forms with original signatures accompanied by all original, itemized receipts.

Expense claim forms will be processed by Trustee support staff within one month of the quarter end.

1. All trustee expenses will be posted 45 days after the quarter end to the Board Web Site according to the following categories:
  - (a) IT Equipment and accessories
  - (b) Internet, long distance and roaming services
  - (c) Postage and Printing
  - (d) Professional Development
  - (e) Travel for Board Business
  - (f) Hospitality
  - (g) Advertising and Promotion
  - (h) Research and Professional Services
2. All expense reports will remain on the Board website until 1 year after the expiry of the current term of office.

## **I. General Provisions**

1. All individual trustee expenses shall not exceed the total Trustee's Individual expense budget.
2. Unspent funds in the Trustee Services Pooled or Individual expense budget

cannot be carried forward to the next Trustees' budget year.

3. Where a trustee requires to spend over the established limits for reason of accommodation, such overages shall be accommodated by the Board in accordance with Accessibility for Ontarians with Disabilities Act (AODA), and may be charged to the Trustees' Pooled Budget at the discretion of the Director of Education.
4. The budget year for trustee expenses is from December 1<sup>st</sup> until November 30<sup>th</sup>.
5. Services and re-imbursement limits may be reduced by the Board of Trustees in any given budget year to reflect budgetary considerations.
6. Where an amount has been paid by the Board to a trustee in violation of the *Education Act* or Board policy and where such amount has not been repaid to the Board, the Board will withhold all or part of a trustee's honorarium until the Board has been reimbursed in full.

## J. Definitions

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

This directive sets out the rules 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 February 23, 2017)**

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

### **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.

### **“Official Business” of the Board or “Board Business”**

Any work or attendance to an event or meeting which is reasonably connected to the duties of board members (trustee) as defined in section 218 of the Education Act and the Trustee Code of Conduct.

### **Information Technology (IT) Equipment**

Any board standard physical computing device and associated components that is issued by the Board for use in conducting the Business of the Board. This includes any accessories, cables and other small peripherals.

### **“Board standard” technology**

A standard set of technology equipment, software, and associated services that is used to ensure efficient IT support, security, and effective use of Board funds. These standards are set by the Chief Information Officer and are updated periodically.

**Trustee's Individual Expense Budget**

An overall annual budget for each trustee for expenses directly related to Trustees' official business, including, travel, professional development, service fees, and other related expenses. This budget does not include funds for IT equipment.

**Trustees' Pooled Expense Budget**

An overall annual budget for trustee expenses directly related to trustees events such as trustee meetings and other related expenses. This budget also provides funds for IT equipment.

**Hospitality Expenses**

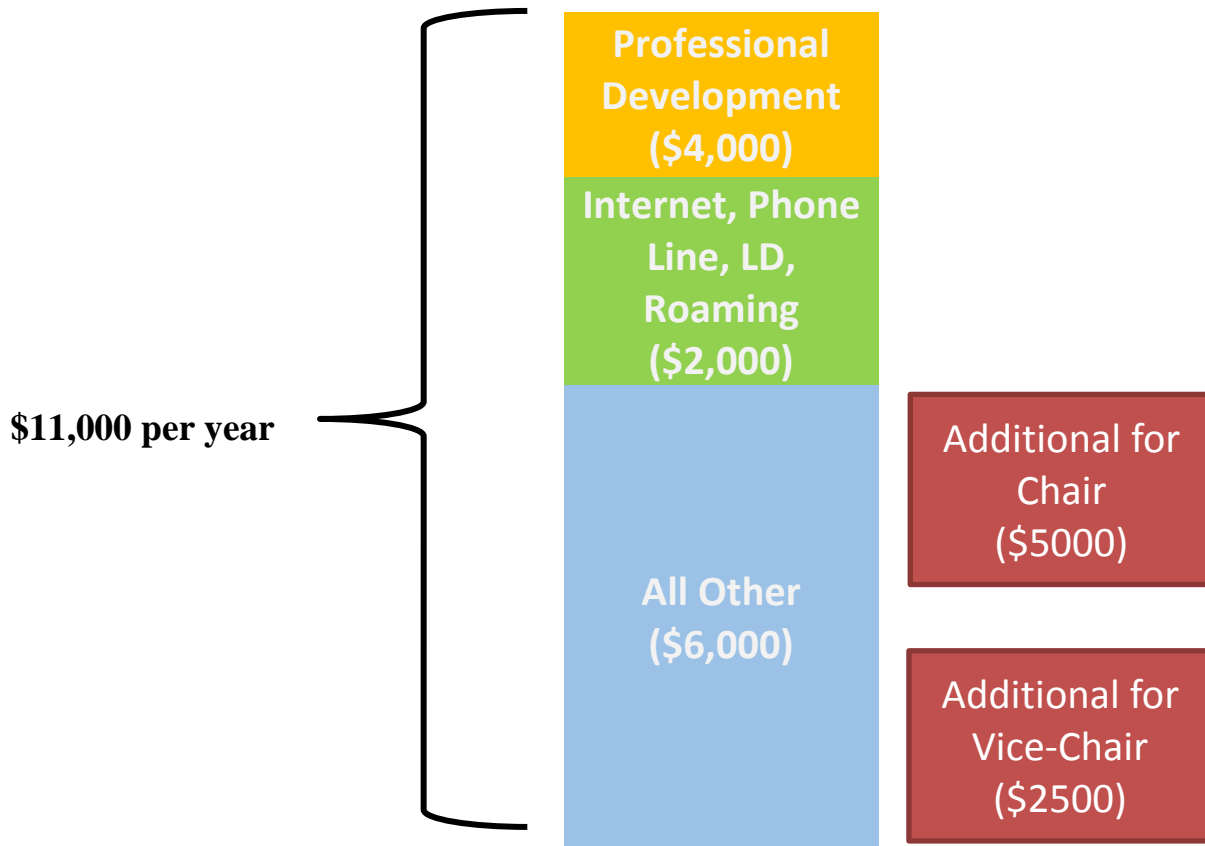
For the purposes of this policy, *hospitality* is the provision of food, beverage, accommodation, transportation and other amenities inclusive of but not limited to childminding, translator and interpreter services.

**Evaluation and Metrics:**

Financial reporting and public disclosure of trustee services and expenditures will be disclosed as required by this Board Policy on a quarterly basis.

## Appendix A - Trustee Expense Limits

### Overall Expense limits



Type	Limits	Notes
Yearly Overall Amount	\$11,000/year	The maximum overall amount per year not including the equipment budget
Professional Development	\$4,000/year	Including event fees, hotel, and transportation to event
Internet, phone, Long Distance and roaming/overage charges	\$2,000/year	All home based internet, phone, and overages over and above the cellphone plan covered by the Board.
Additional Amounts for Chair and Vice Chair	Chair \$5,000/year Vice-Chair 2,500/year	Additional amounts added only to the all other category that can be used to support the work of the chair or vice-chair

Meal and per Kilometer Rates*Meal Rates in Canada*

<b>Meal</b>	<b>Maximum Amount *</b>
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

\*Taxes and Gratuities included; Itemized Receipts required

*2019 Mileage Rates*

<b>Total Kilometers Driven Per Year</b>	<b>Rate Per Kilometer</b>
0 – 5,000 km	\$0.58
Over 5,000 km	\$0.52