

Ad Hoc Trustee Services – CURRENT**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 it will reimburse Trustees 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. ~~Equipment~~**

~~Trustees will be provided with the following equipment and associated services for use throughout their term of office, the particular items be provided in consultation with the individual trustee. The cost for equipment and associated services will be funded through a block account within the Trustee Services budget and apportioned to Trustees according to use. Any charges above the specified limits will be the responsibility of individual trustees:~~

- ~~(a) home based computer and printer~~
- ~~(b) home based fax machine~~
- ~~(c) TCDSB home based telephone line~~
- ~~(d) cellular phone or Blackberry~~

PROPOSED**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:

- ~~(e) — tablet computer (WiFi only)~~
- ~~(f) — filing cabinet~~
- ~~(g) — large cross cut shredder with accessories~~
- ~~(h) — voice mail and answering service~~
- ~~(i) — high speed internet service~~
- ~~(j) — office software~~

~~2. — All equipment and services will be in accordance with the Information Standard for Trustee Home Offices. Equipment may be obtained from the Boards standard supply catalogue or other equipment of equal dollar value. At the end of the Trustee's term of office the Trustee will have the option to purchase any equipment at the depreciated value or return the equipment to the Board.~~

~~3. — Maximum expenditures, inclusive of taxes and service charges, for telephony, data and internet services shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures — Expense Limits for the following services:~~

- ~~(a) — cellular telephone services or Blackberry,~~
- ~~(b) — long distance charges,~~
- ~~(c) — high speed internet, associated telephone lines and associated costs to get emails on iPad or Tablets.~~

~~The monthly maximum to be reviewed annually to reflect cost increases.~~

- 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

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 personnel. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.

~~3. Newsletters will be fact checked by the Communications Department in consultation with individual trustees. Trustees will retain editorial control. Printing services will be provided through the Board.~~

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.

~~4. No newsletters or promotional materials will be provided for the trustee in the three months prior to an election~~

~~5. Costs for support services will be funded through a block account within the Trustee Services budget and apportioned to trustees according to use. Amounts expended on photocopying, business cards and promotional materials will be part of the maximum that can be claimed for out of pocket expenses outlined in section E.~~

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 publications or periodicals, and with the prior approval of the Board, attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends.

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

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;
- (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 kilometre reimbursement; and
- (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.

3. Professional development will be reimbursed from a block account established for this purpose within the Trustee Services budget upon submission and approval of the Trustee Professional Development Expense Claim and original receipts as specified in Section F of this policy. Reimbursement for professional development activities shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

4. Courses of study, which lead to diplomas or degrees,

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

or expenses not specifically detailed in this section of the policy, shall not be eligible for reimbursement.

D. Travel on Board Business

1. Trustees may be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:

- (a) a rate per kilometre to be aligned with the Canada Revenue Agency (CRA) rate, and amended from time to time as required;
- (b) paid parking associated with the travel;

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) TTC tokens; and
- (d) taxi fares to and from the meeting site.

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 out-of-pocket expenses outlined in section E. ~~Where approved claims exceed the per annum limit per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Limits, the travel expenses above that amount will be funded from a central account and apportioned to the Trustees for reporting purposes.~~

E. 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 ~~shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures—Expense Limits;~~
- (b) consumable supplies for home-based office;
- (c) postage for board business or communicating with constituents;

- (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;

- (d) development and printing of constituency materials other than newsletters including advertisements;
- (e) Community and/or school or student recognition
- ~~(f) — fees for information requests.~~

2. Reimbursement for out of pocket expenses shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

3. Reimbursement for out of pocket expenses incurred by the Chair of the Board in her/his capacity as Chair shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

4. Reimbursement for out of pocket expenses incurred by the Vice-Chair of the Board in her/his capacity as Vice-Chair shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

5. Out of Pocket Expenses will be reimbursed upon submission and approval of the Trustee Expense Claim Form from a block account established for this purpose within the Trustee Services Budget.

- (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.

F. Reimbursement for Out of Pocket Expenses

1. All claims for reimbursement of out-of-pocket expenses must be submitted to the Director of Education on administratively prescribed forms within two months of the expenses being incurred. 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.

2. Only expenses specifically permitted under this policy may be claimed for reimbursement.

3. 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 trustees prior to denial of the claim.

4. Hospitality expenses must be supported by the original restaurant receipts and credit card voucher. There will be no reimbursement for alcoholic beverages.

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.

~~5. Cash expenses of over \$100 will not be reimbursed unless prior approval of the Director has been obtained.~~

~~6. Where a Trustee disagrees with the decision of the Director of Education, he/she may make a written statement of claim, which shall be placed on the agenda of the next public session of the Board for discussion and decision.~~

G. Reporting

1. All trustee expenses will be posted quarterly to the Board Web Site and reported publicly to the appropriate Committee of the Board according to the following categories:

- (a) Office Equipment and Supplies
- (b) Telephone, Internet and Wireless Communication Services
- (c) Postage and Printing
- (d) Professional Development
- (e) Travel for Board Business
- (f) Hospitality

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. No transfer of funds is permitted between the various budgets established to support Trustee Services and Expenditures.~~

2. Unspent funds in the Trustee Services Budget cannot be carried forward to the next Trustees' budget year.

3. The budget year for trustee expenses is from December 1st until November 30th.

4. Services and re-imbursement limits may be reduced to reflect budgetary considerations.

- (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 1st until November 30th.

5. Services and re-imbursement limits may be reduced by the Board of Trustees in any given budget year to reflect budgetary considerations.

5. 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.

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.