



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	Not done to date

S. Camacho, Chief Information Officer
 P. De Cock, Comptroller of Business Services & Finance

RECOMMENDATION REPORT

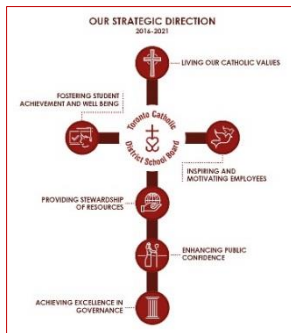
Vision:

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.



Rory McGuckin
 Director of Education

D. Koenig
 Associate Director of Academic Affairs

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 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.

The cumulative staff time required to prepare this report was 20 hours.

B. PURPOSE

1. This report responds to feedback received from the Ad Hoc Committee members during the first meeting on January 22nd 2018, 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 edits highlighted 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 meeting on January 22nd 2019. TCDSB staff will consider any additional feedback to amend the policy and bring a new draft to the Governance and Policy Committee.

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.

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

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 \$3,000 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.

E. STAFF RECOMMENDATION

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