



REPORT TO

REGULAR BOARD

REPORT OF THE TRUSTEE SERVICE ADHOC COMMITTEE TO UPDATE TRUSTEE SERVICES AND EXPENDITURES POLICY T.17

“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
April 16, 2019	April 24, 2019	[REDACTED]
S. Camacho, Chief Information Officer P. De Cock, Comptroller of Business Services & Finance		
RECOMMENDATION REPORT		

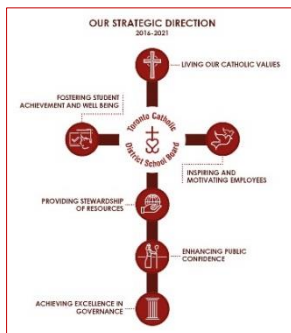
Vision:

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 recommends updates to the current Trustee Services & Expenditure Policy (T.17). The Trustee Services Ad Hoc Committee 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 converts previous limits within the individual trustee budgets to guidelines, updates the meal reimbursement rates and defines the term of hospitality.

The Trustee Service Adhoc Committee approved a motion to recommend directly to the Board, approval for the amended Trustee Services and Expenditure Policy (T.17) and a shared use fund for childminding costs piloted for one year.

The cumulative staff time required to prepare this report was 32 hours.

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. BACKGROUND

1. *The motion approved by the Trustee Service Ad Hoc Committee resolved that:*
 - A. That the Committee recommend to Board that the Trustee Service and Expenditure Policy (T.17), as amended be approved and that a shared use fund be created for childminding in the amount of \$1,000 per annum for Trustees, piloted for one year until a review by Trustees in determining its use and cost, and that if it is determined that transfers between individual Trustees budget is not already prohibited within the policy, then staff shall add that prohibition.

2. *The recommended TCDSB Policy T.17 (Trustee Services and Expenditures) appears in Appendix A and the recommended Policy with changes highlighted appears in Appendix B.* The changes are based on feedback received during the Ad Hoc Committee meetings on January 22nd, February 25th, and April 3rd.

D. EVIDENCE/RESEARCH/ANALYSIS

Summary of Changes:

1. Information Technology

This section of the policy focuses on the technology equipment 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.

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

- a) Clarified that IT equipment is owned by the Board and provided to trustees for the purpose of supporting their work on Board Business.
- b) Generalized 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) Clarified that trustees be provided with up to four technology devices over their four-year term of office, at a cost that shall not exceed \$7,500 per 4-year term.
- d) Clarified the budget source for equipment, accessories and upgrades.
- e) Removed the requirement to charge the base cellphone plan to a trustee's individual budget.
- f) Clarified the ability of trustees to purchase equipment at the end of their term.
- g) Clarified that repairs will be charged to the pooled trustee budget.

2. Support Services

- a) Clarified where and at what times the board will provide IT support for trustees as 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 provide support to trustees 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 expense limitation removed and a guideline of \$4000 per annum is proposed to be established.

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 a guideline for “All Other Expenses” category.

7. Reimbursement of Out-of-Pocket Expenses

- a) Inserted the requirement that 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, which all trustees’ expenses shall not exceed, and defined guideline amounts for expense sub-categories, i.e. professional development, internet, phone, long distance and roaming costs.
- b) Inserted a regulation that transferring funds to another trustee is not permitted.
- c) Inserted a regulation in the event there is an in-year and accumulated fiscal surplus, any unspent amount remaining in the Trustee’s Individual expense budget may accumulate in a pooled reserve account and reallocated to other Board wide priorities with the knowledge and approval of the Board of Trustees.
- d) Inserted a regulation that recognizes any accommodation related (for Accessibility for Ontarians with Disabilities Act (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. COMMITTEE RECOMMENDATION

That the Board of Trustees accept the recommendation of the Trustee Service Ad Hoc Committee to approve the Trustee Services and Expenditures Policy (T.17) as amended and proposed in Appendix A.