

**TCDSB Policy Register****Trustee Services and Expenditures T.17**

<b>Date</b>	<b>Date of Next</b> September 2019	<b>Dates of Amendment:</b> 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 Reference:</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:**

The 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 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**

1. 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
  - (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:

## **APPENDIX A**

- (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.

### **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
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.
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.

### **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 broader public sector guidelines of the Ministry of Education and published in the expense claim form.
  - (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.
  - (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, 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:

## APPENDIX A

- (a) a rate per kilometre not to exceed the published Ministry of Education rate then in effect;
- (b) paid parking associated with the travel;
- (c) TTC tokens; 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 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;
  - (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.

**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.
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
  - (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. Any surplus in the Trustee Services Budget will be placed into a ward priority needs fund at the end of the budget year for trustee expenses, to be dispersed with the approval of the Board on the recommendation of the Trustee.
3. The budget year for trustee expenses is from December 1<sup>st</sup> until November 30<sup>th</sup>.
4. Services and re-imbursement limits may be reduced 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.

## **J. Definitions**

Not of significance in this policy.

## **K. Evaluation & Metrics**

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