

**Corporate Affairs, Strategic Planning and Property Committee –
Sept. 12, 2013**

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.

The Toronto Catholic District School Board will, at the request of an elected Trustee, contract the services of Administrative Support who will provide administrative assistance to the elected Trustee in the normal performance of their duties during their term of office.

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

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 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 will be as follows:

- (a) cellular telephone services, with a monthly expenditure limit of \$150 per month or Blackberry with a monthly expenditure limit of \$215 per month
- (b) long distance charges, \$200 per year
- (c) high speed internet and associated telephone lines, \$100 per month and associated costs to get emails on iPad or Tablets and the costs paid for as part of the office equipment given to Trustees.

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

- (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.

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 (\$4,800 per year).

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

- (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

- | | |
|--|---|
| <p>(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.</p> <p>(e) faxes, and internet charges related to the conduct of trustee duties</p> <p>(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.</p> <p>(g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.</p> <p>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 \$3,000 per annum per trustee.</p> <p>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.</p> | <p>(c) standard hotel accommodation</p> <p>(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.</p> <p>(e) faxes, and internet charges related to the conduct of trustee duties</p> <p>(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.</p> <p>(g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.</p> <p>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.</p> <p>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.</p> |
|--|---|

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 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 \$2,000 per annum, 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, not to exceed \$500 per year, to hold school or ward based meetings;
 - (b) consumable supplies for home-based office;

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 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 Procedures – Expense 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;

- (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 \$4,800 per annum per Trustee.

3. Reimbursement for out of pocket expenses incurred by the Chair of the Board in her/his capacity as Chair shall not exceed an additional \$10,000.00 per annum.

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 an additional \$5,000.00 per annum.

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

(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

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. Trustee Assistants

1. At the discretion of each elected Trustee, the Board will enter into a service contract with no more than two independent contractors at any given time. Signed copies of the contracts must be received by Human Services for TCDSB prior to commencement of the contract. No portion of the amount allowed for contracted administrative support which is unused may be carried forward to a future term of office.
2. Administratively, the following rules will apply with respect to independent contractors:

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.

- (a) Each elected trustee is entitled to contract the services of no more than two independent contractors at any given time throughout their term of office as determined by their respective budget availability.
 - (b) As prescribed by Ontario Regulation 521/01, all independent contractors will, as a pre-condition of the Board entering into a service contract, provide the Board with a criminal background check
 - (c) Each elected trustee selecting the services of an independent contractor, and their respective independent contractor, will both forego the services previously provided by the Board's central administrative support staff employed to provide direct support services to trustees
 - (d) An independent contractor retained must provide their own cellular telephone, computer or printer in order that the trustee assistant's status as an independent contractor is not tainted for Income Tax purposes.
 - (e) Individual office space on TCDSB property, including telephone access, will not be provided to an independent contractor.
 - (f) An independent contractor's service contract will terminate not later than the end of the elected Trustee's term of office but may be renewed on an annual basis
 - (g) Independent Contractors must submit a signed and itemized monthly invoice to the Business Services for payment processing.
3. No independent contractor shall perform duties with respect to an election or re-election campaign of the trustee.
 4. Contracts for independent contractors and related documents shall be retained by the Human Resource Services department

for audit purposes.

H. 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 1st until November 30th.
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

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 1st until November 30th.
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.

withhold all or part of a trustee's honorarium until the Board has been reimbursed in full.