



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO EMPLOYEE EXPENSES POLICY (F.M.01)

Let no debt remain outstanding, except the continuing debt to love one another, for whoever loves others has fulfilled the law.

Romans 13:8

Created, Draft	First Tabling	Review
October 3, 2017	October 10, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		

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

A. Sangiorgio
Associate Director
of Planning and Facilities

T.B.D.
Executive Superintendent
of Business Services and
Chief Financial Officer



A. EXECUTIVE SUMMARY

This report recommends updates to the current Employee Expenses policy (F.M.01) to reflect current practices. The proposed policy with amendments is attached at APPENDIX A.

The cumulative staff time required to prepare this report was 4 hours

B. PURPOSE

This recommendation report is on the Order Paper of the Governance & Policy Committee as it recommends a Policy revision.

C. BACKGROUND

This policy was approved at the April 20, 2011 Board. It has not been reviewed since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The current policy is not in meta policy format and requires updates to align with current practice.
2. The Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive was recently amended on January 1, 2017.
3. The Broader Public Sector Expenses Directive was recently updated on February 23, 2017.
4. The policy and Meal Rate appendix have been updated to reflect the January 2017 amendments to the OPS rates.
5. The Mileage Reimbursement Rates have been updated to reflect current Canada Revenue Agency (CRA) automobile allowance rates.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff as well as the Payroll and Business Services departments.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy as approved will be posted on the TCDSB policy register.
2. The Communications Department will send out a notification to all employees notifying them of the updates.

G. STAFF RECOMMENDATION

Staff recommend that the Employee Expenses policy (F.M.01) provided in APPENDIX A be adopted.