



POLICY SECTION: Trustees

SUB-SECTION:

POLICY NAME: Trustee Services and Expenditures

POLICY NO: T. 17

Date Approved: January 2023	Date of Next Review: January 2027	Dates of Previous Amendments: April 2019 – Board October 2017 – Board April 2015 – Board September 2013 – Corporate Affairs May 2012 – Board March 2012 – Board February 2012 – Governance Committee June 2009 – Supervision Team (The Board) August 2008 – Supervision Team (The Board)
Cross References: Employee Expenses (FM.01) <i>Education Act</i> , RSO 1990 Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive <i>Public Sector Expenses Review Act</i> , 2009 Broader Public Sector Expenses Directive (Ontario) Broader Public Sector Perquisites Directive (Ontario) <i>Broader Public Sector Accountability Act</i> , 2010		
Appendix A – Meal and Mileage Reimbursement Rates		

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:

This 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:

Learning: Growing in knowledge

Equity: Growing in knowledge with justice

Well-Being: Growing in knowledge with justice and hope

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, Trustees will be reimbursed 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. Budget and Expenditure Allocations

Funds shall be set aside within the Board's operating budget as follows:

- Furniture, Equipment and Technology - \$15,000 per Trustee per term
- Individual Trustee Expenses - \$ 15,000 per Trustee per annum
- OCSTA/CCSTA Activities - \$2,000 supplement per Trustee per annum
- OCSTA Annual Membership – paid through the central Board budget
- Office of the Chair - \$5,000 supplement per year of term of office
- Office of the Vice-Chair - \$2,500 supplement per year of term of office

B. Information Technology

Information Technology (IT) Equipment

1. At the beginning of each term, Trustees will be offered information technology (IT) equipment, as described below, to assist in conducting official business of the Board. The technology equipment items will be offered according to the contracts and standards in place at the Board for such items at the time of order.
2. Each Trustee can order technology equipment items at any point in time during the four-year term depending on their individual needs, regardless of the start date of their elected term. Any costs above the Trustee's per term Furniture, Equipment and Technology allocation are subject to the approval of the Chair of the Board and the Director of Education. Equipment must be chosen from a predefined equipment list based on the Board standard at the time of order and shall include such items as: tablet device; cellular phone; printer; laptop with dock and monitor; and other technology deemed necessary to meet individual Trustee needs in the course of carrying out their duties on behalf of the Board.
3. All equipment purchased shall be charged to the Trustee's Furniture, Equipment and Technology budget.

4. Trustees may purchase any associated accessories such as cases, cables, headsets, chargers, and other small technology items from the Trustee's Furniture, Equipment and Technology budget.
5. Trustees will be provided with a Board standard cellular phone and associated cellular phone plan. The standard Board cellular phone plan cost shall be funded through the central Board budget. Charges over and above the standard plan shall be charged to the Individual Trustee expense budget.
6. Minor equipment configuration changes (i.e., more memory, larger hard drive) of Board standard technology equipment can be requested by Trustees in order to meet their individual needs. Changes must be reviewed and approved by the Chief Information Officer to ensure compliance with security standards and software reliability. Minor changes should also not diminish the efficiency benefits associated with technology standardization and should not result in additional technical support being provided to the Trustee on top of the standard support offering. All costs associated with these changes shall be charged to the Trustee's Furniture, Equipment and Technology budget.
7. To ensure effective use of technology and security of the Board's systems and data, all technology equipment will be loaded with the Board's standard software applications, configuration, and security applications.
8. Equipment purchased with Board funds is considered Board property and must be returned to the Board at the end of the Trustee's term of office. Equipment that is being replaced must also be returned to the Board.
9. Should a Trustee elect to retain any equipment or device at the end of their term of office, or should equipment be replaced during the term prior to being fully depreciated, the net book value, as determined by the Chief Financial Officer, plus any associated contract fees, will be charged to the Individual Trustee Expense budget. To ensure compliance with Board contracts and security practices, all Board licensed software, data, and service shall be returned or removed from equipment before any equipment is transferred to the Trustee.
10. Lost, stolen, damaged or broken equipment must be reported to the Board. Any repair expenses shall be charged to the Trustee's Furniture, Equipment and Technology budget.

Home Based Carrier Service Plans

11. Trustees shall be permitted to expense home internet services (high-speed, wireless, fibre, etc.) and one phone line in order to support the Trustee in conducting the official business of the Board. Such services shall be procured by individual Trustees and charged to the Individual Trustee Expense budget.
12. Trustees shall not be reimbursed for additional home-based phone lines, faxes, or other similar service since such services are offered at Board offices and/or through the Trustee's Board issued cellular phone.

Technology for Student Trustees

13. Student Trustees shall be entitled to the same technology and related expenses as if they were full members of the Board of Trustees with the exception of the Furniture, Equipment and Technology budget, which shall be pro-rated to a limit of \$7,500 per student Trustee per term, in recognition of their two-year term of appointment.

C. 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
 - (h) Information Technology support as defined below
2. Research, administrative and constituency support will be provided through Trustee Services support staff. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.

3. The Communications Department will provide support to Trustees for public communications products sent on behalf of the Board. In addition, the Board of Trustees will consult with the Communications Department regarding:
 - (a) Responses to specific incidents or emergent issues that may result in significant public interest, concern, or reputational impact,
 - (b) Messaging to families and communities regarding board priorities, initiatives and matters related to government relations/initiatives,
 - (c) School community events when providing greetings on behalf of the Board,
 - (d) Requests from outside organizations to promote, publicize or engage in events and/or initiatives,
 - (e) Training and support with traditional and social media as related to their role, and
 - (f) Review of factual content in Trustee newsletters.
4. Printing services will be provided through the Board and charged to the Individual Trustee Expense budget.
5. No newsletters or promotional materials will be provided or distributed for the incumbent Trustee or any electoral candidate in the three months prior to any municipal election.
6. Amounts expended on photocopying, business cards and other promotional materials, including costs incurred by schools, will be charged to the Individual Trustee Expense budget.

Information Technology Support

7. Trustees will be provided appropriate access to standard Board systems in order to conduct official business of the Board. These systems include typical office systems such as email, calendaring, telephone extension, voicemail, web conferencing, and meeting management software.
8. Within the Trustees shared office space at the CEC, Trustees will be provided a shared desk with a monitor and keyboard to be used in conjunction with the Board issued laptops. The space will also be equipped with a shared multi- function printer, large display screen, and basic cable television.

9. Trustees will be offered similar technology support services offered to employees including access to the Service Desk and technical support during business hours. Trustees will also have access to on-site technical support during all regularly scheduled Board meetings at the CEC. In addition, Trustees may also request support after-hours on days when no Board meetings are scheduled. Such technical support must be requested in advance and is offered on a 'best efforts' basis and based on staff availability.

D. Professional Development

1. Trustees may subscribe to educational and religious/Catholic publications or periodicals. They may also travel outside Ontario and Canada with the prior approval of the Board, in order to attend educational and religious conferences, conventions or workshops to become knowledgeable and remain current with educational trends and/or participate as a speaker. Trustee Services staff will provide and maintain a list of professional development workshops and conferences which may be of interest to Trustees.
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 F 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 the Broader Public Sector Expenses Directive, and amended from time to time as specified in Appendix A;
 - (e) faxes, long distance and internet charges related to the conduct of Trustee duties at the event;
 - (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 kilometer reimbursement; and
 - (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.

3. Professional development will be reimbursed from the Individual Trustee Expense budget.
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.

E. Board Representation Activities

1. Trustees may be reimbursed for attending events and dinners as representatives of the Board for the following specified events, which will be paid for through the Individual Trustee expense budget, unless otherwise purchased or supplemented through the central Board budget and/or Chair/Vice-Chair budget on behalf of Trustees:
 - Ontario Catholic Schools Trustee Association (OCSTA), Canadian Catholic Schools Trustee Association (CCSTA)
 - Cardinal's Dinner
 - Angel Foundation Events
 - Ordinandi Dinner
2. In addition, Trustees may be reimbursed through the central Board budget to attend events in their official capacity of representing the Board upon appointment by the Board of Trustees.

F. Travel on Official Business of the Board

1. Trustees may be reimbursed for out-of-pocket travel expenses incurred while on official Board business. Eligible expenses include:
 - (a) a rate per kilometer to be aligned with the Canada Revenue Agency (CRA) rate, amended from time to time as specified in Appendix A;
 - (b) paid parking associated with the travel;
 - (c) public transportation fares; and
 - (d) taxi fares to and from the meeting site.

G. 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 including childminding to hold school or ward based meetings;
 - (b) Other reasonable hospitality expenses, consistent with duties of a Trustee under official Board business and within Broader Public Sector Expense Directives;
 - (c) Consumable supplies for home-based office;
 - (d) Postage for board business or communicating with constituents;
 - (e) Development and printing of constituency materials;
 - (f) Community and/or School or Student recognition;
 - (g) Home office furniture and equipment (to be charged to the Trustee's per term Furniture, Equipment and Technology budget).
2. Reimbursement for out-of-pocket expenses shall not exceed the limit per annum for Chair, Vice Chair and Trustee as described in Section A.
 3. Out-of-pocket expenses will be reimbursed from the Individual Trustee Expense budget unless otherwise specified in this policy.
 4. Trustee expense claims and accompanying original receipts will be submitted through Trustee Services support staff.
 5. In the event a Trustee is compensated (mileage, meals, accommodation, per diem, honorarium) in the course of their duties such funds will be provided to the Board to offset the cost of any expenses incurred and/or reimbursed.

H. Reimbursement for Out-of-Pocket Expenses

1. All claims for reimbursement of out-of-pocket expenses shall be approved by the Director of Education (or designate).
2. Trustees may appeal a decision concerning their expenses to the next public session of the Board.
3. Claims 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.

4. Only expenses specifically permitted under this policy may be claimed for reimbursement.
5. Where claims have not been duly completed or the Director of Education (or designate) is of the opinion that the claim is outside the provision of the policy, the Director (or designate) is authorized and obligated to deny the claim. Rationale for denial will be provided to the Trustee prior to denial of the claim.
6. Hospitality expenses must be supported by the original itemized receipts, and there will be no reimbursement for alcoholic beverages.

I. Reporting

All expenses for the quarter must be submitted within two weeks of the quarter end directly to Trustee Services support staff. Expenses must be accompanied by all original, itemized receipts.

Expense claims will be processed by Trustee Services support staff within one month of the quarter end utilizing the Board's electronic expense claim application.

All Trustee expenses will be posted 60 days after the quarter end to the Board website according to the following categories:

- (a) Furniture, Equipment and Technology
- (b) Internet, Long Distance and Roaming Services
- (c) Postage and Printing
- (d) Professional Development
- (e) Travel for Board Business
- (f) Hospitality
- (g) Advertising and Promotion
- (h) Research and Professional Services

Note: all Individual Trustee expense reports will remain on the Board website until one year after the expiry of the current term of office.

J. General Provisions

1. All individual Trustee expenses shall not exceed the total Trustee's individual expense budget and transferring funds to other Trustees is not permitted.

2. Unspent funds in the Individual Trustee Expense budget cannot be carried forward to the next budget year. In the event there is an in-year and accumulated fiscal surplus, any unspent amount remaining in the Individual Trustee 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.
3. Where a Trustee requires to spend over the established limits for reason of accessibility and accommodation, such overages shall be accommodated by the central Board budget in accordance with AODA expectations and requirements.
4. The budget year for Trustee expenses is from November 15th to November 14th.
5. Services and reimbursement limits may be adjusted by the Board of Trustees in any given budget year to reflect budgetary considerations.
6. 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.

K. Definitions

Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017)

This directive sets out the rules for government employees, appointees, contractors and other designated persons to claim reimbursement for work-related travel, meal and hospitality expenses.

Broader Public Sector Perquisites Directive (Ontario)

This directive sets out the requirement for designated broader public sector (BPS) organizations to establish rules related to perks in cases where perks are provided through public funds.

Broader Public Sector Expenses Directive (Ontario, updated February 23, 2017 and January 1, 2020)

The requirements set out in this document raise the level of accountability and transparency for designated broader public sector (BPS) organizations, contributing to greater alignment with the high standards expected in ministries and agencies of the Government of Ontario.

“Official Business” of the Board or “Board Business”

Any work or attendance to an event or meeting which is reasonably connected to the duties of Board members (Trustee) as defined in section 218 of the Education Act and the Trustee Code of Conduct.

Information Technology (IT) Equipment

Any Board standard physical computing device and associated components that is issued by the Board for use in conducting the Business of the Board. This includes any accessories, cables and other small peripherals.

“Board Standard” Technology

A standard set of technology equipment, software, and associated services that is used to ensure efficient IT support, security, and effective use of Board funds. These standards are set by the Chief Information Officer and are updated periodically.

Individual Trustee Expense Budget

An overall annual budget for each Trustee for expenses directly related to Trustees' official business, including, travel, professional development, service fees, and other related expenses. This budget does not include funds for Furniture, Equipment and Technology as described in Section A.

Trustees Furniture, Equipment and Technology Budget

An overall term-based budget for Trustee expenses directly related to furniture, equipment and technology such as chairs, cabinets, laptops, phones, tablets and associated accessories.

Hospitality Expenses

For the purposes of this policy, *hospitality* is the provision of food, beverage, accommodation, transportation and other amenities inclusive of but not limited to childminding, translator and interpreter services.

Evaluation and Metrics:

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