

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i>	<b>Governance / Board</b>
<i>Policy Number</i>	<b>111</b>
<i>Former Policy Number</i>	<b>807</b>
<i>Total Pages</i>	<b>6</b>
<i>Original Approved Date</i>	<b>March 22, 1991</b>
<i>Subsequent Approval Dates</i>	<b>September 27, 1994, February 28, 1995, September 26, 2000, December 16, 2023, April 12, 2005, November 22, 2005, May 8, 2007, November 18, 2008, December 1, 2009, March 9, 2010, February 7, 2012, September 25, 2018, March 28, 2023</b>

## TRUSTEE SERVICES AND EXPENDITURES

### SECTION A

#### 1. PURPOSE

Trustees of the York Catholic District School Board share a proud history of dedicated commitment to Catholic education and to the students and communities they are elected to serve. As stewards responsible for local governance of our publicly-funded school system, trustees are expected to carry out their role with the utmost integrity and ethical conduct.

The purpose of this policy is to clarify the parameters and guidelines under which trustees will receive those supports, equipment, services and reimbursements that will enable them to communicate with constituents regarding board affairs and educational matters, to participate in various activities by virtue of their office, and to fulfill their corporate and constituency responsibilities.

#### 2. OBJECTIVE

It is the policy of the York Catholic District School Board that trustees, in their role of stewards and guardians of Catholic Education, shall be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

#### 3. PARAMETERS

- 3.1 Services provided for Trustees, and expenses which Trustees are permitted to incur, must be:
  - 3.1.1 Directly related to the role of Trustee;
  - 3.1.2 Consistent with statutory requirements and Ministry guidelines;
  - 3.1.3 Congruent with common values and accepted practices; and,
  - 3.1.4 Able to withstand the test of integrity and independent audit.

- 3.2 Payment of expenditures shall be provided to the appropriate recipient subject to Board guidelines for reimbursement.
- 3.3 Expenditure limits may not be exceeded.
- 3.4 Alcohol cannot be claimed or expensed and should not appear on receipts presented for reimbursement.
- 3.5 Neither P-cards nor cash advances will be issued to Trustees.
- 3.6 Non-Discretionary expenditures will be charged to the general Board expenses.
- 3.7 An annual Trustee Discretionary Budget of \$5,000 per Trustee shall be allocated to reimburse all discretionary expenses as identified in this policy.
- 3.8 Other professional development activities as defined in section B 1.2 of Policy 105, Trustee Professional Development, will also be charged to the Trustee's Discretionary Allowance.
- 3.9 Any part of the board budget for Trustee expenses that remains at each November 14th, will be returned to the general board budget.
- 3.10 Staff and Trustees are entitled to equitable treatment with respect to expenditures.
- 3.11 Trustee expenses for travel/meals will be reimbursed according to the Travel, Meals and Expense Reimbursement Policy.
- 3.12 A Trustee may, on occasion, wish to support a school initiative through the Trustee's Discretionary Allowance. Examples of approved initiatives include, but are not limited to, school resources, athletic equipment, field trips/excursions, refreshments/tokens of appreciation for school celebrations/events such as graduations or blessings, religious statues. The support from a Trustee can be for supplementary material, equipment or services not funded through the allocated budget of a school. Reimbursements are not to be for items that are considered core curriculum as outlined in Policy 312A Texts, School Supplies and Supplementary Student Fees – Elementary and 312B Texts, School Supplies and Supplementary Student Fees – Secondary.
- 3.13 Trustee expenses fall under the Broader Public Sector Accountability Act, 2010 (BPSAA) and must meet the Expenses and Procurement standards detailed therein.

#### **4. RESPONSIBILITIES**

- 4.1 Director of Education
  - 4.1.1 To monitor the implementation of the Trustees Services and Expenditures policy.
  - 4.1.2 To approve all expense claims, with the exception of the Chair and Vice Chair of the Board.
- 4.2 Chief Financial Officer and Treasurer of the Board
  - 4.2.1 To approve expense claims for the Chair and Vice Chair.

#### 4.3 Executive Committee

- 4.3.1 To deal with any inequity resulting from the policy.
- 4.3.2 To bring to the Board any matter relative to this policy which, in the opinion of the Committee, requires a Board decision.

#### 4.4 Trustees

- 4.4.1 To obtain approval for appropriate expenses from the Director of Education and/or Chief Financial Officer, as outlined in the policy.
- 4.4.2 To ensure that all expenses submitted are necessary, reasonable, and are in compliance with the Board's policy and all other relevant policies, procedures, guidelines and legislation.

### 5. CROSS REFERENCES

#### **Legislation**

[Education Act Ontario, s. 191](#)

[Broader Public Sector Accountability Act, 2010](#)

#### **YCDSB Policy**

[Policy 105 Trustee Professional Development](#)

[Policy 312A Texts, School Supplies & Supplementary Student Fees - Elementary](#)

[Policy 312B Texts, School Supplies & Supplementary Student Fees - Secondary](#)

[Policy 801 Use of Board Funds for Recognition/Acknowledgement Purposes](#)

[Policy 802 Purchase, Lease and Rental of Products and Services](#)

[Policy 808 Travel, Meals and Expense Reimbursement](#)

#### **YCDSB Procedure**

[YCDSB Procedure Purchasing Reference Guide](#)

[YCDSB Procedure Travel, Meals and Expense Reimbursement](#)

# TRUSTEE SERVICES AND EXPENDITURES

## SECTION B

### GUIDELINES

In order for Trustees to conduct their function/role, expenses incurred in carrying out their responsibilities as a Trustee are an expense of the Board. Trustee expenditures must align with all Board Policies and Procedures. Procedures have been developed to assist with transparency and accountability for all transactions.

#### 1. Administration

The Executive Committee of the Board shall have the authority to address matters related to the policy as may be brought forward by any Trustee and bring such matters to the attention of the Board if deemed appropriate.

1.1 The Director certifies that individual Trustee expense claims meet the requirements of Board policy and approves payment of the claim or refers the expense claim to Executive Committee.

1.2 The Chief Financial Officer and Treasurer of the Board but excluding the Director, certifies that the Chair and Vice Chair of the Board's expense claims meet the requirements of board policy and recommends that the Director approve payment of the claim.

1.3 Should there be a dispute about the eligibility of any expense, e.g., if deemed as inappropriate or unreasonable, the policy refers the dispute to Executive Committee. If not resolved the Trustee has the option of taking the dispute to a public session of the board.

#### 2. Reporting

2.1 An annual expenditures report for each Trustee, in line with the Trustees' term of office, will be completed and filed with the Board. Expenditure reports with detailed relevant expense categories will be presented in open public session no later than the first Regular Board meeting in February of each year and subsequently posted on the Board website.

#### 3. Budget/Expense Claims

3.1 Expense claims will be processed on a monthly basis and in accordance with good business practices as defined in Board procedures.

3.2 All Trustee expenditures will be reported in accordance with section 2 of these guidelines. Expense claims shall reflect only direct business- related expenses that are linked to the role of a Trustee and their duties.

3.3 All expenses will adhere to Canada Revenue Agency requirements with regard to expense reimbursements.

#### 4. Community-Based and Work/Office Related Activities

4.1 Eligible functions/activities/locations that a trustee may choose to attend by virtue of their office include but are not limited to:

- i) Board schools;
- ii) Off-site school events i.e. sports/arts;
- iii) School Council meetings and activities/events;
- iv) Local school fund-raising activities;
- v) Local school socials;
- vi) Work related activities organized by trustees, the Board or administration;
- vii) Archdiocesan functions;
- viii) Parish-organized functions;
- ix) Community-organized functions, if attending as a YCDSB representative;
- x) School/community public relations functions;
- xi) Staff retirements;
- xii) OCSTA/CCSTA Conferences, meetings and special events;
- xiii) Other professional development activities as outlined in Policy 105 Trustee Professional Development.

## **5. Equipment/Support Services**

The following equipment and support services will be provided to all Trustees:

### **5.1 Consumables /Supplies**

Trustees may purchase through Trustee Discretionary Allowance the following consumables/supplies, including but not limited to: ink cartridges, paper, writing utensils, envelopes, labels, binders, file folders, poster board, calendars, wrapping paper, cards, computer supplies (surge protectors, USB cords, adaptors, mouse, cables, router). If possible, the above items will be accessed through the board's procurement process, via the Director's office.

### **5.2 Furniture, Office Equipment, Computer and Telecommunication Devices**

- 5.2.1 A maximum of \$750 per four (4) Year Term may be used to cover the combined cost of furniture and equipment, such as, but is not limited to: printer, desk, chair, filing cabinet, shredder, computer cart and telecommunication devices, such as phones, tablets, and one-time installation costs for telecommunication support services.
- 5.2.2 No reimbursement for furniture and office equipment will be allowed during the last 6 months of a trustee's term.
- 5.2.3 Furniture, equipment and telecommunication devices purchased will be deemed to have no market value and may be kept by the trustee at the end of his/her term.
- 5.2.4 The Board will provide a trustee with a computer, ipad, or other suitable device at the beginning of the trustee's 4-Year Term of Office; In October/November of the year a trustee term ends, trustees will be given the option of returning their computer or purchasing it from personal funds at "fair market value" as determined by the Board;

5.2.5 Regular ongoing maintenance and Board supported software will be available throughout the term of office.

5.2.6 Trustees will be paid a non-taxable allowance of \$250 per month for cell phone, landline and internet services required for communication purposes during the trustee's term of office.

### **5.3 Secretarial Support**

Reasonable secretarial support will be provided where necessary.

### **5.4 Subscriptions**

Two newspaper subscriptions are an allowable expense to be charged to the Trustee's Discretionary Allowance.

## **6. Travel**

6.1 Reimbursements for travel will be as defined in Policy 808 *Travel, Meals and Expenses Reimbursement*.

- i) Trustee's primary work location (PWL) is the Trustee residence.
- ii) Trustee travel is to be claimed through the Board approved travel tool, TRIP, unless exceptions have been granted.
- iii) Cost of 407 ETR are not to be considered an eligible expense unless previously approved.