

BOARD GOVERNANCE POLICY

Adopted	October 21, 2015
Review Date <i>(annually: September)</i>	<i>(Revised/New) M15-0186 Oct. 21, 2015 (Revised) M15-0067 April 1, 2015 (Reviewed) November 19, 2014 (Revised) 14-0199 September 3, 2014 (NEW) M12-0005 January, 11 2012</i>

TRUSTEE EXPENSES

1. OBJECTIVE

The Board recognizes the need to reimburse trustees for expenses reasonably incurred in carrying out their role as trustee. In addition, the Board recognizes that trustees must be equipped properly so they may consult with and contact their constituents.

2. DEFINITIONS

2.1 Board: The Board of Trustees including Members of the Board elected or appointed in accordance with the Ontario Municipal Elections Act, and Student Trustees elected or appointed in accordance with the Ontario Education Act and Halton District School Board Policy. Duties and responsibilities of the Board are defined under the Ontario Education Act, Ontario Municipal Act, and Ontario Regulation.

2.2 Days: Consistent with Board practice, all references to “days” refer to calendar days, unless otherwise specified.

3. POLICY STATEMENT

The Halton District School Board is committed to an organizational culture that is consistent with the guiding principles which frame our Strategic Plan.

4. SPECIFIC DIRECTIVES

4.1 Trustees, including student trustees, upon their election and in accordance with the limits set out in Schedule 1, shall be equipped with:

- Computer equipment including peripherals (printer/**scanner**). Additional equipment may be purchased as an office supplies expense per sections 4.5 and 4.6, or acquired in accordance with section 4.3 Exceptions, below.
- Software in accordance with the Board standard for administrators (Office Suite, Chrome Browser, email etc.).
- High speed home internet access.
- A mobile communication device (i.e. Blackberry, iPhone etc.) and communication plan.
- Trustees can choose to use their personal phone and receive reimbursement up to a maximum of the standard communication plan used by the Board.
- In addition, trustees (excluding student trustees) may be equipped with a home office phone (land line).

4.2 All equipment will be purchased in accordance with the Board’s Purchasing Administrative Procedure. The Superintendent of Education (Information Technology) will have authority for determining the computer, peripherals and software, as well as the high speed internet and mobile communication packages provided.

The Superintendent of Education (Information Technology) will review the reasonableness of Schedule 1 as needed. Revisions to Schedule 1 must be approved by the **Board of Trustees**.

4.3 Exceptions:

Where a trustee may incur additional costs or ongoing expenses that exceed the limits of Schedule 1 as a result of disability or special need, these expenses will be covered by the HDSB.

Where a trustee must incur additional costs or ongoing expenses due to the geographic location of their residence, or other circumstance beyond their control, such extraordinary expenses must be approved by the Board in accordance with this policy.

4.4 Given the rate at which technology currently depreciates, equipment purchased at the start of the trustee's term of office will not need to be returned to the Board at the end of the term or upon the trustee's retirement. However, all service contracts will end commensurate with the end of the trustee's term. The residual value will be determined by the Superintendent of Education (Information Technology). The residual value if any will be reported on the Trustee's T4.

4.5 In addition, each trustee, on an annual basis, will have access to a \$5,000.00 travel, personal professional development and office supplies account. This account may be used to reimburse the trustee for expenses reasonably incurred in carrying out their role as trustee.

4.6 The following expenses are those which are recognized by the Board as appropriate trustee expenses:

- transportation - including mileage at the current Board rate (see 4.8 below);
- professional development / conferences;
- functions whose purpose is the welfare of Halton District School Board students, such as but not limited to those hosted by the Halton Learning Foundation, the Halton Industry Education Council, or Halton Food for Thought;
- meals, reimbursed at the current Board rate;
- office supplies (filing cabinet, stationery, technology etc.);
- constituent meeting expenses (coffee, refreshments);
- mailings, photocopying;
- child care costs for dependent children which would allow Trustees to attend scheduled meetings, events and/or functions of the Halton District School Board; and
- other expenses.

4.7 Any other extraordinary or unusual expenses incurred by a Trustee in carrying out their role, which they feel should be paid by the Board must be pre-approved by the Board, and will not be charged against the Trustee's account, but rather the Board's account.

4.8 Trustee claims for travel within Ontario by automobile or public transit to:

- HDSB sites and events
- OPSBA Events and Meetings
- Meetings or events which the Trustee attends as a representative of the Board

may exceed \$1,000.00 in a fiscal year (pro-rated to \$750.00 in the first nine months of the term and \$250.00 in the final three months of the term). Any travel expenditure above the \$1,000.00 threshold for attending the meetings and events listed above will not be charged against the Trustee's account, but rather the Board's account.

Travel within Ontario by other modes of transportation (e.g. train, airplane) to the events specified above, up to the amount equivalent to travel by automobile, as verified with appropriate documentation shall be included in the \$1,000.00 threshold. These expenses will be submitted to the Board using the HDSB Trustee Transportation Claim Form.

Travel to conferences, meetings or events not specified above shall not be included in the \$1,000.00 threshold but may be brought to the **Board of Trustees** for consideration and will be submitted using the HDSB Trustee Conference Expense Form.

- 4.9 Where a Trustee or Trustees incur appropriate expenses as a representative of the Board, they will not be charged against the Trustee's account, but rather the Board's account. All such expenses must be approved by the Board. For planning purposes, where such expenses are predictable, they should be approved as early in the fiscal year as possible. Examples include but are not limited to: Ministry of Education/OPSBA Trustee orientation and professional development for all Trustees; OPSBA AGM for the Board's OPSBA Director(s) **and any Halton District School Board Trustee elected to the Executive Committee of OPSBA**; OSTA-AECO conferences for the Student Trustee Mentor(s); audit training for members of the HDSB Audit Committee.
- 4.10 Where the approval or allocation of any expense is disputed, the **Board of Trustees** is recognized as the final authority for the approval or allocation of that expense.
- 4.11 Trustees will make best efforts to submit claims for expenses within one (1) month of their occurrence and in the fiscal year in which the expense occurred. Expenses submitted after the fiscal year end cut-off will be reflected in the following fiscal year.
- 4.12 A monthly statement of an individual Trustee's detailed expenses (conferences, transportation, meals, etc.) shall be provided to that Trustee electronically.
- 4.13 Trustee expenses that are in excess of, or not allowed by, HDSB policy may be claimable on individual Trustee personal tax returns using the Board provided T2200 form.
- 4.14 Unused portions of an individual Trustee's expense budget, on an annual basis, shall roll-over to the next year. At the end of the term of the Board, unused portions of the Trustee expense budget shall be allocated to a Reserve Account for the purpose of future Trustee professional development. The use of these Reserve Account funds will be decided by the incoming Board of Trustees by Board resolution. Trustees will receive an annual statement of the Reserve Account within 90 days of the start of the next fiscal year.
- 4.15 Payment of a Trustee's claims exceeding the total amount budgeted per Trustee over the term of the Board, will be decided on a case-by-case basis by the Board of Trustees.
- 4.16 An annual summary of Trustee expenses will be reported as an information item by the Superintendent of Business.

A Trustee expense report will be posted to the Board's website annually by December 31 following the end of the fiscal year. The report will include expense totals by Trustee in each of the following categories:

- Travel (eg. mileage, parking, tolls)
- OPSBA Conferences
- Other Professional Development
- Meeting Expenses (e.g. hospitality)
- Supplies
- Other Expenses (e.g. child minding)

Board paid:

- Telecommunications (e.g. monthly service fees)
- Technology (e.g. hardware)
- Board Leadership and Mandatory Training
- Prior Term Reserve for PD
- Travel over \$1,000

- 4.17 Trustee Expenses fall under the Broader Public Sector Accountability Act, 2010 (BPSAA) and must meet the Expenses and Procurement Standards detailed therein.

5. RESPONSIBILITIES

5.1 Board

5.1.1 Approves Schedule 1 prior to the new term of a Board or when changes are recommended by the Superintendent of Education (Information Technology)

5.2 Superintendent of Education (Information Technology)

5.2.1 Determines and recommends limits in Schedule 1 - Trustee Information and Communications Technology Limits

5.3 Superintendent of Business Services

5.3.1 Provides support for Trustee expense reporting;

5.3.2 Reports on Trustee expenses.

6. EXTERNAL REFERENCES

6.1 [Ontario Education Act](#)

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

6.3 [Accessibility for Ontarians with Disabilities Act, 2005](#)

7. HALTON DISTRICT SCHOOL BOARD REFERENCES

7.1 Purchasing Administrative Procedure

7.2 Schedule 1 - Trustee information technology and communications expense limits, appended Halton District School Board Policy GOV-03H Trustee Expenses

8. REVISION HISTORY

8.1 Reviewed June 2018 to ensure current hardware and software being used is reflected (4.1), add clarity regarding approval by Board of Trustees (4.2, 4.9, 4.10), remove outdated reference (Revision History), update Schedule 1 to reflect the need to differentiate by including the option of a tablet instead of a laptop, and general housekeeping.

8.2 Reviewed June 2015 to clarify travel expense covered by the Board (4.8), preferred timing of expense claims (4.11), and public reporting details (4.16).

8.3 Final review by PB&G on November 12, 2014 and Board on November 19, 2014 integrating feedback re expenses incurred on behalf of the Board, and the receipt of the annual statement of the Reserve Account to "within 90 days" of the start of the next fiscal year; definition of "days"; recognition of functions whose purpose is the welfare of Halton DSB students as an appropriate Trustee expense.

8.4 Revised September 24, 2014 - Policy reformatted and revised for use with Schedule 1 - Trustee information technology and communications expense limits. Revised to ensure that the rights of Trustees with special needs or extraordinary circumstances are respected, and where possible to remove barriers to their effective representation of their community. Revised to include the realization of a taxable benefit equal to the residual value of any technology retained by Trustee upon their retirement from the school board.

8.5 Revised January 2012 - The original draft of the Trustee Expenses Policy was presented at the December 7, 2011 Board meeting. Revisions were suggested, and the revised version of the policy is attached to this report for the Board's consideration.

This Policy should be reviewed on an ongoing basis to ensure it reflects any changes to the Broader Public Sector Accountability Act, 2010 (BPSAA).



Governance Process Policy: Schedule	
Adopted	November 19, 2014
Last Revised	03/2015, 01/2017, 09/2018
Review Date	As required

TRUSTEE EXPENSES -- SCHEDULE 1

*(effective December 1, 2014; revised **September 2018**)*

The following options are available as outlined in item 4.1:

- Computer equipment including peripherals:
 - Apple MacBook Air
 - Apple MacBook Pro
 - Apple iMac
 - Windows laptop
 - Windows desktop
 - tablet
 - Other devices approved for use in Halton District School Board schools or administrative offices

The following reimbursements are recalculated as required.

All reimbursements include taxes and other charges.

- high speed home internet access for reimbursement - **\$90.00/month**
- communication plan reimbursement (mobile device) – **\$107.35/month**