

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**

**BOARD POLICY / REGULATIONS**

**Board Policy Number:** 7.15

**Subject:** **Trustee Honoraria and Expenses**

**Effective Date:** Revised (528) January 30, 2007; Revised (820) September 25, 2007); Revised ( 314), (319), (320) November 24, 2009 – Effective December 1, 2009; Revised (157) April 27, 2010; (252) August 24, 2010);(V2)

This policy and accompanying regulations apply to Trustees, Student Trustees, school council members, and non-trustee members of Board committees.

The Board will issue the Trustee an honorarium for the four years beginning December 1, 2010 and ending November 30, 2014 based on Ontario Regulation 357/06 and subject to the *Public Sector Compensation Restraint to Protect Public Services Act, 2010*.

The Board will also accommodate certain business expenses for the Trustees as outlined in the accompanying Regulations.

For policies and regulations regarding Student Trustee Honoraria, see Board Policy 5.25 – Student Trustee.

**REGULATIONS**

**7.15 TRUSTEE HONORARIA AND EXPENSES**

The annual honorarium effective December 1, 2010 will be as follows:

1. Chair of the Board \$28,038.
2. Vice Chair of the Board \$23,489.
3. Trustee \$18,940.

*Note: the above amounts are subject to change annually based on enrolment and changes in legislation.*

In addition to the above honorarium, Trustees will be entitled to the following:

1. \$50.00 for attending any meeting of a committee of the Board that is required to be established by an Act or Regulation made under the Act. These meetings are the Special Education Advisory Council (SEAC) and the Supervised Alternative Learning for Excused Pupils (SALEP).
2. One (1) only of each of the following Board-owned equipment will be supplied to each trustee: computer; printer; home phone or cell phone or Blackberry; brief case; and file cabinet. All equipment and other supplies are to be obtained from

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the Board's standard supply catalogue. All equipment supplied to the Trustee are to be returned to the Board when duties of the Trustee cease. Trustees may use up to 500 minutes of business air time monthly on their cell phone/blackberry.

### 3. Reimbursement of travel expenses relating to Board business –

This will include travel to and from a Trustee's residence to a meeting of the Board, or of a committee of the Board. These travel expenses will be reimbursed through a per kilometer rate as per the published mileage rate of the Ministry of Education. Reimbursement of travel expenses will be accommodated by completing the Monthly Mileage Expense Form, GF #275T.

### 4. Monthly reimbursement of the connectivity charges levied by an internet provider.

### 5. **SCOPE**

An out-of-pocket business expense reimbursement of up to \$7,800 per annum (*does not include expenses charged to central trustee account*) in connection with carrying out the responsibilities of a Board member.

The following types of expenses are eligible for reimbursement:

- travel and accommodations (conferences/seminars)
- meals
- hospitality
- community expenses (school support events, Parish events)
- gifts
- advertising and promotion (constituency communication, printing)
- office supplies (equipment addressed in #2 of this policy)
- professional development

As per Board practice, Student Trustees are required to have a parent/guardian accompany them at any conferences they attend. As a result, one parent/guardian shall be reimbursed for expenses incurred during the conference as follows:

- Meals up to the maximums identified in the "Reasonableness" section item number 8 of this policy
- Travel expenses associated with travelling to and from the conference. If travelling by car, see number 3 of this policy.

#### ***Examples of events that may be related to board business:***

- *Trustee association meetings or events*
- *Board or committee meeting*
- *Events or professional development related to the Board's mission or objectives*

***Examples of events that may not be related to board business:***

- *Community fundraising gala or charity function*
- *Political activities or events*

The following is a list of approved conventions or conferences for Trustees in compliance with S171.(1)17 of the Education Act regarding membership fees and traveling expenses:

Faith Meets Pedagogy

The Canadian Catholic Schools' Trustees' Association

The National Catholic Education Association (NCEA - an American convention)

The Ontario Association of Parents in Catholic Education (OAPCE)

The Ontario Catholic Schools' Trustees' Association

People for Education

Ontario Student Trustees' Association (OSTA)

Attendance at any conference, other than those noted above, requires prior approval by Board resolution to authorize representation of the Board at the conference and subsequent re-imbursement for out-of-pocket expenses related to this business travel.

Trustees, attending conferences/conventions, would be expected to attend conferences/conventions that are educational/faith-based in nature and/or would enhance their role as a Trustee.

All conventions and conferences are subject to individual Trustee's budget limitations.

**6. HOSPITALITY EXPENDITURES**

Definition of Hospitality Expenditures -

*This is the provision of food, beverages, (including alcohol), accommodation, transportation or other amenities at the expense of the Board.*

These hospitality regulations must be followed in conjunction with the provisions contained in Board Policy 1.02, Code of Ethics for Trustees.

The following administrative procedure establishes the criteria and protocol for the reimbursement of expenditures that have been incurred by Trustees:

6.1 Hospitality expenditures must be necessary and reasonable. That is, hospitality should be extended in an economical, consistent and appropriate way to facilitate Board business or is considered necessary as a matter of courtesy.

6.2 Hospitality may be extended on behalf of the Board under the following circumstances:

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- a) The recognition of staff or others for outstanding achievement (i.e. retirement, service, meritorious awards, etc.);
- b) The engagement of representatives from other Boards, the broader public sector, industry, public interest groups or unions/associations in discussions on official matters;
- c) Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board;
- d) Sponsoring or attending formal conferences related to the goals of the Board;
- e) Staff/Trustee business meetings.

Should Trustees wish to extend hospitality to vendors, Trustees must ensure that such hospitality does not give, or is not perceived to give, preferential treatment to any vendor.

Trustees who are considering accepting hospitality from vendors to the Board, must also adhere to the provisions described in Board Policy 1.02, Code of Ethics for Trustees.

With respect to *alcohol*, the protocol to incur this specific expenditure is as follows:

- a) Reimbursement for the reasonable cost of alcohol is permitted for hospitality events;
- b) The cost of alcoholic beverages must not exceed the cost of food at a hospitality event;
- c) Wherever possible, alcoholic beverages should not include premium brands or vintage wines;
- d) Wherever possible, preference is to be given to alcoholic beverages produced in Ontario;
- e) All laws/regulations concerning the serving of alcoholic beverages must be adhered to in all cases.

### 7. **APPROPRIATENESS**

Reimbursable expenses are those that relate directly to Board business, as follows:

- Travel (see No. 3 of this policy)
- Alcohol expenses (refer to “Hospitality Expenditures” No. 6 of this policy)
- Purchasing card/credit card to trustees:

Trustees do not receive purchasing cards/credit cards since all purchasing of supplies and office equipment is procured through the Board’s Purchasing Department and all travel arrangements for trustees are arranged centrally through the Director’s Office.

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### - Cash advances to trustees:

Cash advances or per diems are not provided to Trustees. However, a cash advance is available to Student Trustees when expected to represent the Board on business. Original receipts would be submitted subsequent to the event and the Student Trustee would be expected to reimburse the Board for any unspent cash advance.

### - Advertising & Newsletters:

Advertising and newsletter expenditures by the Trustee are reimbursable and included in the out-of-pocket expenditure guidelines noted above. However, these types of expenditures become ineligible for reimbursement as of June 30 of an election year.

### - Meals:

Meals are reimbursed on an out-of-pocket basis after the event or conference. No per diem will be provided to Trustees. See No. 8, "Reasonableness", which outlines spending limitations for meals.

### ***Examples of Potentially Eligible Expenses:***

- *Lunch purchased while attending a seminar or conference where meals are not included as part of the registration fee.*
- *Transportation costs and accommodation expenses incurred for attending out-of-town professional development seminar held by trustee association.*

### ***Examples of Potentially Ineligible Expenses:***

- *Donations to community groups or charities*
- *Donations to schools*
- *Reimbursement for household expenses such as a residential telephone/fax line if a viable alternative such as a Board owned cell phone or blackberry has already been provided.*

## 8. **REASONABLENESS**

As noted above, each Trustee is allocated up to \$7,800.00 reimbursement of out-of-pocket expenses on an annual basis.

For each fiscal year, any expenditure in excess of \$7,800.00 per annum is to be paid back by the Trustee to the Board, within 60 days of written notification. However, if a Trustee under spends their budget at the end of the fiscal year, this surplus will be treated like any other cost savings in the Board's overall budget.

Expenditures relating to support for a political party, for a candidate seeking political office or any charity event that is not related directly to the education endeavour of Dufferin-Peel, are not permitted.

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When meals are not included in the conference or event registration fee, the following pre-determined maximums (including taxes and gratuities) for reimbursement of meals on board business shall apply:

- Breakfast up to a maximum of \$25.00
- Lunch up to a maximum of \$35.00
- Dinner up to a maximum of \$55.00

*Please note that expense reimbursements cannot be claimed for meals that are included in the conference or event registration fee. However, special exceptions may be made in circumstances where a Trustee is unable to attend meals which are provided at the conference.*

If the conference or event is being held in the U.S., these amounts will be adjusted to reflect the current rate of exchange.

Any individual purchase that is greater than \$500.00 excluding travel expenses, requires prior written approval by resolution of the Board.

Gifts of appreciation are not to exceed \$40.00.

### ***Examples of Potentially Reasonable Expenses:***

- *Registration fee for attending professional development course/conference that is directly related to Board business and for which prior approval of the Board has been obtained.*
- *A lunch expense claim that exceeds the Board's limit due to a lack of alternative, suitable options. For example, dining at a hotel restaurant when there are no other options reasonably close by.*

### ***Examples of Potentially Unreasonable Expenses:***

- *A dinner expense claim that exceeds the Board's limit despite the existence of alternative, more suitable options. For example, dining at an expensive restaurant when there are other options close by. In such a case, an amount up to the Board's dinner limit should be claimed.*

## 9. **INDIRECT COSTS**

In addition to the out-of-pocket expenses (up to \$7,800.00 annually) and the reimbursable expenses noted in this policy, the Board has an established budget for centralized costs associated with Trustee activities that are absorbed centrally by the Board, such as:

- Cell phone charges up to 500 minutes of monthly usage
- Mileage reimbursement
- Internet charges
- Residential telephone/fax lines (if Trustee does not choose to have a Board owned cell phone or Blackberry)
- Home office equipment
- Central office supplies/equipment

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- OCSTA membership fee
- Administrative support to Trustees
- Ancillary costs associated with meetings
- Refreshments and meals before Board and committee meetings
- etc.

### 10. **PROCEDURE FOR REIMBURSEMENT OF BUSINESS RELATED EXPENDITURES**

10.1 All expense reimbursements are to be claimed by completing the ‘Trustee Expense Report’ – Form GF270T. *Receipts for all expenses are required.*

To substantiate each reimbursement, the claim form must have the following supporting documents attached:

- a) Original documentation including proof of payment to support the expenditure (with the exception of mileage claims)
- b) business reasons for the expenditure
- c) list of individuals and roles of those in attendance
- d) signature of the claimant to certify the expense claim

Please note that credit card vouchers, that are not accompanied by a receipt, are not sufficient for reimbursement.

10.2 Expense claims are to be submitted within a timely fashion (as soon as possible after the end of the month).

10.3 After the close of the August 31 year-end, please submit expenses for reimbursement within ten (10) business days following August 31 of each year.

### 11. **PUBLICATION OF TRUSTEES’ ANNUAL EXPENDITURES**

By December 31 of each year, the Board will post each Trustee’s annual expenditure by major category, for the last fiscal year, on the Board’s website. In addition, centralized costs associated with Trustee activities will also be posted on the Board’s website.

### 12. **PROTOCOL FOR APPROVALS**

The Dufferin-Peel Catholic District School Board supports the best practices for reimbursement of business related expenditures as identified in the Ministry of Education’s 2006: B15 Memorandum and the 2009: B8 Memorandum. The Board requires that all business expenditures incurred by the Chair, other Trustees, and external members of the Audit Committee be subject to approval.

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### Expenses by the Chair of the Board –

The Associate Director, Corporate Services and Chief Financial Officer, and in his/her absence the Superintendent of Financial Services and Treasurer, shall certify that the Chair of the Board's expenses claimed comply with Board policy and recommends that the Director approve the expense claim for reimbursement. The Director then approves reimbursement of expenses claimed by the Chair.

### Expenses by Individual Trustees –

The Chair of the Board, and in his/her absence the Chair of the Audit Committee, shall certify that the Trustee expenses claimed comply with board policy and approves the expense claim for reimbursement.

### Expenses by External Members of the Audit Committee –

The Associate Director, Corporate Services and Chief Financial Officer, and in his/her absence, the Superintendent of Financial Services and Treasurer, shall certify that the external members of the Audit Committee's expenses claimed comply with Board policy and approves the expense claim for reimbursement.

## 13. **DISPUTES REGARDING ELIGIBILITY OF EXPENSES**

In cases where an expense being claimed by a Trustee or the Chair of the Board has been declared ineligible as it may be deemed as inappropriate or unreasonable, the Trustee or Chair of the Board may contest the decision during a public session of the Board and seek the approval of the expenditure, through Board motion.

## 14. **SPECIAL EVENT REIMBURSEMENT FOR TRUSTEES**

It is permissible, from time to time, for a spouse or other invitee, to attend an official Board function or a special celebratory social event, when the corresponding event's spouse is included, if applicable.

The request for reimbursement should include supporting documentation (e. g. an event agenda or a letter of invitation requesting that spouses or other invitees attend)

All other Board provisions with respect to approval, reimbursement, etc., shall apply.

Some examples of a special event would include: Cardinal's Dinner, OCSTA Dinner, Father Fogerty Awards' Dinner, etc.

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