

TRUSTEE EXPENSES

Statement of Policy

This policy provides direction on Trustee expenditures that promotes consistent standards, accountability and transparency to improve public confidence.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Guiding Principles

a) Appropriateness

All expenditures must be directly related to the role of the Trustee.
Expenditures must be in accordance with Ministry guidelines.
Expenditures must follow accepted use of public funds.

b) Integrity

The interest of the board takes precedence over personal interests.
All purchases must follow the conflict of interest policy of the board.

c) Accountability

Expenditures must be reasonable and represent value for money.
Personal expenses are not acceptable.

d) Transparency

Trustee expenses are open to scrutiny and to public knowledge.
Trustees have the right to privacy of personal information.
Trustee expenses are posted on the Board's website.

Under the Education Act Section 191.2(3):

A Board may establish a policy under which a member of a board may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member.

The Peel District School Board provides resources and support to Trustees through the following funding:

1. Honorarium

Trustees will receive the maximum honoraria as provided for in the Ontario Regulations on Honoraria for Board Members. An additional honoraria will be paid to the chair and vice chair in the amount of \$10,000 and \$5,000 respectively.

2. Per Diem

Trustees appointed to non-legislated committees will receive per diem as follows:

Search Committees for Superintendents, Director, Associate Directors, Controllers (search, preparation, interviews)	\$200/day \$100/ ½ day (or less)
Principal &/or Vice-Principal Interviewing Committees (preparation & interviews)	\$200/day \$100/ ½ day (or less)
Ad Hoc Joint Transportation Committee	\$50/meeting
Archive Committee	\$50/meeting
Accessibility Advisory Committee	\$50/meeting
Britannia School Farm Task Force	\$50/meeting
Budget Development Committee	\$50/meeting
City of Brampton School Traffic Safety Council (crossing guard requests – each observance day [twice])	\$50/meeting \$25.00 (per observance)
Discipline Committee of the Board	\$50/meeting
French Second Language Advisory Committee	\$50/meeting
Grievance Committee	\$50/ ½ day
Indigenous Education Advisory Circle	\$50/meeting
Mississauga Crime Prevention Committee (additional meetings, within reason)	\$50/meeting \$50/ 4 hours
Mississauga Traffic Safety Committee (crossing guard requests – each observance day [twice])	\$50/meeting \$25.00 (per observance)
Mississauga Library Board	\$50/meeting
Official Closing of Tenders (each observance day)	\$25.00 (per observance)
OPSBA Board of Directors	\$50/ ½ day
OPSBA Regional Council	\$50/ ½ day
Peel Safe and Active Routes to Schools (PSARTS)	\$50/meeting
Peel Student Presidents' Council	\$50/meeting
Regional Learning Choices Programs Steering Committee	\$50/meeting
School Traffic Safety Committee – Town of Caledon (crossing guard requests – each observance day [twice])	\$50/meeting \$25.00 (per observance)
S.T.O.P.R. (Student Transportation of Peel Region) – Chair	\$50/meeting

Trustee Information Sessions	\$50/meeting
Trustee Review Committee	\$50/meeting
Census Steering Committees	\$50/meeting
Volunteer MBC Centre	\$50/meeting
We Rise Together Advisory Council	\$50/meeting
Trustee members of any task force established in future	\$50/meeting

In addition, a per diem of \$50 per half day will be paid to trustees who attend meetings at the request of the Chair of the Board. *(Note: this does not include bringing greetings on behalf of the Board.)* A per diem will also be paid to the trustee members of any task forces or ad hoc committees established by the Board in future, i.e. ARC. *(Note: it is understood that a per diem of \$100 is paid for a full day of more than 4 hours; \$50 is paid for a half day, i.e. 4 hours or less.)*

3. Travel Expenses

Travel costs incurred on behalf of the Board in the completion of duties as required shall be reimbursed.

Distances must be measured in the most direct route and organized in a pattern so as to minimize travel.

Costs for the use of 407ETR are not considered eligible expenses.

Travel claims should be prepared and submitted on a timely basis using the prescribed rate of reimbursement as per Board policy and approved by the Director.

Trustees may claim travel expenses related to board business in accordance with Peel District School Board Policy 40.

4. Discretionary Expense Allowance

Trustees will be reimbursed for up to \$3,000 per year for Board related expenses, including office supplies and support to schools for special projects. The Chair and the Vice Chair of the Board will be reimbursed for an additional 37.5% and 12.5% respectively.

5. Communication Allowance

An allowance of \$1,800 per trustee is budgeted annually for cell phone services as well as for the production of personalized letterhead, envelopes and business cards for communication to the community. Trustees will be required to have all school newsletters and other written materials for distribution vetted by the Communications department prior to issuance.

6. Conference and Professional Development Allowance

Each Trustee will be reimbursed for expenses up to \$2,500 per year for professional learning and/or to attend conferences. In addition, an amount will be allocated annually to allow Trustees to attend functions as the board-appointed executive members of a provincial body of which the Board is a member (e.g. OPSBA) or as directed by the Board to attend.

An amount will be determined, at the beginning of each electoral term, to cover the registration costs for newly-elected trustees to attend one conference for new trustees and additional costs are to be paid out of the individual trustee's conference allowance.

A Trustee who attends a conference or convention should make available to Trustees not in attendance, copies of the conference working papers, and if requested, will provide the Board with an overview of the conference or convention and a report on any major decision or direction taken at the conference or convention that could affect or cause to affect the structure or workings of the Board.

7. Reimbursement of expenses:

Original receipts for registration, food, lodging and travel must accompany claims for reimbursement and be approved by the Director.

8. Community Events

Where Trustees are unsure of whether an event is related to board business, prior approval for reimbursement of costs should be obtained from the Director.

9. Budgets

Budgets for trustees will be set each year and unspent balances in trustee expense accounts will be rolled over for the term of office. Any transfer of discretionary funds to schools must be identified to support a specific purpose.

10. Elections

The use of Board funds for election purposes is not acceptable. During the election campaign (e.g. from the start of nomination period to election day) inserts or articles by a trustee cannot be included in school newsletters unless it is their usual practice to do so. Messages cannot be political in nature or reference the candidate's election campaign.

11. Meals

Hospitality expenditures should be primarily for school and board meetings with original receipts indicating who they met with and the reason for the meeting. Expenses related to professional development or board approved travel should be reasonable, accompanied by original receipts. All reimbursements to trustees must be approved by the Director.

12. Office Equipment/ Technology Allowance

- Trustees will be provided shared work space at the Board office.
- At the beginning of each elected term each trustee will be provided with technology equipment from an approved list, including:
 - a cell phone; and
 - Computer (one of desk top, lap top or tablet); and
 - Printer/Scanner/Copier
- The equipment will be purchased and supported through the Peel Board tendered suppliers using the board purchasing procedures.

- This equipment is to be returned to the Board at the end of the trustee's term or bought out by the trustee at its depreciated value.
- The technology equipment will be refreshed at the beginning of each trustee term of office.
- Lost or stolen equipment must be reported to the Risk Management office.

13. Processing Claims for Reimbursement

- The accounts payable staff will only process Trustee expenses approved by the Director.
- Any purchases made on personal credit cards to be reimbursed by the board must follow the reimbursement process of the board. Original receipts must be attached to any claims indicating the reason for the purchase.

14. Purchasing Services

The Board's procurement process is to be used to purchase all supplies, office furniture and equipment necessary to perform the function of a trustee as well as advertising services and promotional items. Original invoices must be provided for payment or reimbursement.

15. Record Retention

All expense documentation will be retained according to the Board's record retention policy.

16. Expense Reports

The Trustee Secretary has the ability to produce the Trustee's own expenditure reports upon request by the Trustee. These reports should be reviewed by the Trustees on a regular basis to ensure that there are no discrepancies or errors.

17. Reporting of Trustee Expenditures

The Board will post on the board webpage annually, the following major expense categories of Trustees expenditures by Trustee:

- Office equipment/technology
- Professional Development Expenses
- Travel expenses (e.g. meals, accommodation, mileage)
- Communications expenses (telephone charges, internet charges)
- Discretionary expenses (e.g. office supplies, school support)
- OPSBA Training/Seminars/Meetings

18. Ineligible Expenses

- Alcohol
- Books, magazines, periodicals that have no demonstrated relation to the business of the Board
- Installation and/or monthly fees for TV and entertainment

- Community fundraising galas or charity functions that do not directly support students in Peel
- Computer or technology equipment which does not conform with the Board LTSS standards
- Election campaign costs
- Entertainment events such as theatre shows, musical performances or other concerts except Board productions
- Event cost where there is no direct Trustee participation
- Fees related to the development and maintenance of a personal website
- Gifts or payments to Board staff or school council members excluding tokens of appreciation and bereavement recognition
- Highway travel costs for the 407 ETR
- Legal fees provided by an external legal firm
- Personal long distance call costs
- Political parties, activities or events
- Raffle tickets, silent auction, table prize tickets
- Retail memberships

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Revised June 19, 2017 (*replaces former Policy 9 – Convention Policy for Trustees*)

Revised: November 13, 2018

Revised July 25, 2019 (housekeeping)