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| <b>NUMBER:</b>           | T: 02   |
| <b>EFFECTIVE:</b>        | June 9, 1998                                  |
| <b>AMENDED:</b>          | Sept. 29, 2015<br>May, 2007<br>April 13, 2004 |
| <b>RELATED POLICIES:</b> | A:04<br>Pr A:04<br>Pr T:02<br>T:01, T:07      |
| <b>REPEALS:</b>          |   |
| <b>REVIEW DATE:</b>      | 2018-2019                                     |

**1.0 OBJECTIVE:**

- 1.1 To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board and to establish services to be provided by the Board in supporting the work of Board Trustees.

**2.0 DEFINITIONS:**

- 2.1 “Hospitality” for the purposes of this policy is the provision of food, accommodation, transportation, token gifts, and other amenities paid out of public funds to individuals who are not engaged to work for the Board (i.e. would not include trustees, employees, consultants/contractors).

**3.0 GUIDING PRINCIPLES:**

- 3.1 The Windsor-Essex Catholic District School Board shall be accountable for public funds used to reimburse travel, meal, professional development and hospitality expenses and shall ensure that all expenses support the Board’s business objectives.
- 3.2 The procedures for authorizing and/or reimbursing expenses shall be clear, easily understood and transparent to all stakeholders.
- 3.3 Taxpayer dollars shall be used prudently and responsibly. Plans for travel, meals, accommodation, professional development and hospitality must be necessary and economical with due regard for health and safety.
- 3.4 Legitimate authorized expenses incurred during the course of Board business shall be reimbursed.
- 3.5 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 3.6 The Board recognizes that it must schedule meetings of Trustees, which may require out-of-pocket expenses by Trustees who wish to attend such meetings.

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- 3.7 The Board recognizes the importance of assisting Trustees in communicating with Board administration and with their individual constituencies.

### **4.0 SPECIFIC DIRECTIVES:**

- 4.1 The Board shall set aside in its annual budget an amount to support this policy.
- 4.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director of Education, with confirmation for procedural compliance from the Superintendent of Business. The Chair of the Board shall seek approval from the Vice Chair and the Director of Education, with confirmation for procedural compliance from the Superintendent of Business.
- 4.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.
- 4.4 Administration shall develop procedures that support the principles of this policy and that address the following directives:
- i) The establishment of a clear accountability framework where the authority for appropriate expense approvals is clear.
  - ii) There shall be no reimbursement for the purchase of alcoholic beverages.
  - iii) Reimbursement for hospitality must never be offered solely for the benefit of those working for the Board (i.e. trustees, employees, consultants/contractors). Examples of such non-reimbursable expenses would include costs of office social events, retirement parties, holiday lunches.
  - iv) Reimbursed expenses are subject to examination by the Business Department, the Regional Internal Audit Team and/or the Board's external auditors and should be completed with care and accuracy and supported by the appropriate original invoices and/or receipts.
- 4.5 Any request for expenditure reimbursement that is not in compliance with the spirit of this policy as determined by the Board's Business Department may be denied or alternatively reported to the Director of Education for decision.

### **5.0 RESPONSIBILITY:**

- 5.1 It is the responsibility of each Trustee to determine the appropriateness of any travel and/or professional development conventions, conferences, seminars, or the necessity of any out-of-pocket expenses.
- 5.2 The Director of Education shall ensure that administrative procedures are developed that are in compliance with the principles and directives of this policy, and with the Broader Public Sector Guidelines.

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- 5.3 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee's out-of-district travel, professional development, conventions, conferences and seminars attended by each Trustee.

### **6.0 REVIEW AND EVALUATION**

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This Policy shall be reviewed during the 2018-2019 policy review cycle.

### **7.0 REFERENCES:**

Education Act s.191  
Ontario Regulation 357/06  
The Broader Public Sector Accountability Act, 2010  
Broader Public Sector Expenses Directive

Procedure T: 02 Trustee Expenses and Board Services  
Policy T: 01 Student Trustee  
Policy T: 07 Trustee Code of Conduct  
Policy A: 04 Expense Reimbursement for Employees/ Consultants/Contractors  
Procedure A: 04 Expense Reimbursement for Employees/Consultants/Contractors