



Governance and Policy Committee Agenda

GPC:029A

Wednesday, October 28, 2020

4:30 p.m.

Electronic Meeting

Trustee Members:

Christopher Mammoliti (Chair), Stephanie Donaldson, Harpreet Gill, James Li,
Patrick Nunziata, Robin Pilkey, Manna Wong

Pages

1.	Call to Order and Acknowledgement of Traditional Lands	
2.	Approval of the Agenda	
3.	Declarations of Possible Conflict of Interest	
4.	Delegations	
	To be presented	
	<u>Timed Item: 4:30 p.m.</u>	
5.	Information Flow Protocol: New Governance Procedure [3968]	1
6.	Governance Procedure PR528(b), Trustee Expense: Revisions [3969]	19
7.	Policy Review Schedule for 2020-2021 to 2023-2024 School Years [3966]	75
8.	Remote Working: New Operational Procedure [3967]	85
9.	Matter Postponed From Previous Meeting	
9.1.	Board Bylaws: Amendments	97
10.	Adjournment	

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Information Flow Protocol – New Governance Procedure

To: Governance and Policy Committee

Date: 28 October, 2020

Report No.: 10-20-3968

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Information Flow Protocol, as presented in this report, be approved.

Context

On September 28, 2020, the Governance and Policy Committee considered draft provisions for the new governance procedure - Information Flow Protocol.

Based on feedback received at the Governance and Policy Committee and in consultation with the Integrity Commissioner, staff prepared the revised draft Information Flow Protocol (Appendix A). The key revisions to the draft provisions of the Information Flow Protocol made since September 28, 2020 are highlighted in the Appendix B.

The draft Information Flow Protocol, as a governance procedure, is being considered for Committee's approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the draft Information Flow Protocol will be prepared by staff and provided to the Board of Trustees on November 11, 2020 for consideration.

Resource Implications

No additional resources will be required for implementation of the Protocol.

Communications Considerations

The Protocol will be communicated to the system through the System Leaders' Bulletin, shared with Trustees through Director's Weekly Update, and posted on the TDSB's public website. In addition, the Trustee orientation package will be updated to incorporate the Protocol.

Board Policy and Procedure Reference(s)

- Board Member Code of Conduct (P075)
- Governance Policy (P086)
- Open Data Policy (P091)
- Parent Concern Protocol (PR505)

Appendices

- Appendix A: Information Flow Protocol
- Appendix B: Comparison of September 30, 2020 and October 28, 2020 versions

From

Manon Gardner, Associate Director, School Operations and Service Excellence at 416-394-2041 or manon.gardner@tdsb.on.ca

Toronto District School Board

Governance Procedure [number]

Title: **INFORMATION FLOW PROTOCOL**

Adopted: [insert date]

Effectuated: [insert date]

Revised: N/A

Reviewed: N/A

Authorization: Board of Trustees

1. RATIONALE

The Information Flow Protocol (the “Protocol”) is a governance procedure developed in accordance with the resolution of the Board of Trustees on June 17, 2020 and pursuant to the TDSB Integrity Commissioner’s recommendations with regard to Trustee access to information under the custody or control of the TDSB.

The Protocol is aligned with and supports implementation of the TDSB’s Governance Policy (P086) and the Board Member Code of Conduct (P075).

2. OBJECTIVE

To ensure that the Board of Trustees has access to information and support that allows the Board to fulfil their role to:

- Govern in a manner that is responsive to all school communities;
- Act in the interests of all learners in the district;
- Advocate actively for students, their learning and their well-being in the Board’s work with the community, the municipality and the province;
- Promote confidence in publicly funded education through its communications about the goals and achievements of the Board.

To establish a clear, transparent, fair and efficient process for accessing and requesting information and effective mechanisms for responding to information requests from the Board of Trustees and individual Trustees in accordance with the *Municipal Freedom and Information and Protection of Privacy Act* and other applicable legislation and policies.

3. DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Confidential Information refers to information in the possession of, or received in confidence by the TDSB, that the TDSB is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”), or other legislation, or received in confidence from other third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

Confidential information includes matters considered by the Board of Trustees in closed session in accordance with sections 207(2) and 207 (2.1) of the Education Act, which include:

- Litigation or any potential litigation affecting the Board;
- Intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
- The acquisition or disposal of the Board’s real property, including a school site;
- Decisions in respect of negotiations with the staff members of the Board;
- Information deemed to be “personal information” under the MFIPPA;
- Information subject to solicitor-client privilege; and/or
- An ongoing investigation under the Ombudsman Act respecting the TDSB.

Freedom of Information (FOI) Request is a request under MFIPPA for access to information that is in the custody or control of the Board.

Member of the Board (also referred to as Trustee) means a member of the Board of Trustees.

Personal Information is recorded information about an identifiable individual. As defined by the MFIPPA this may include, but is not limited to:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual
- The personal opinions or views of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that

correspondence that would reveal the contents of the original correspondence;

- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

4. RESPONSIBILITY

The Director of Education holds primary responsibility for the implementation of this Protocol.

Within the Director's Office, the responsibility for the coordination and day-to-day management of the Protocol is assigned to the Associate Director, School Operations and Service Excellence.

5. APPLICATION AND SCOPE

This Protocol applies to TDSB Trustees and staff, including employees involved in managing and responding to requests for information.

The Protocol does not replace or circumvent the Board's Parent Concern Protocol (PR505) for Trustees' interactions with Superintendents of Education and relevant central staff as part of addressing parents' concerns related to school matters.

6. PROCEDURES

6.1. General Principles

- 6.1.1. The flow of information between the Board of Trustees, the Director of Education and TDSB staff will uphold the principles of transparency, accountability, fairness, impartiality and effectiveness and will operate in accordance with the MFIPPA and other applicable legislation and policies.
- 6.1.2. As a collective, the Board of Trustees – the TDSB's governing body – has authority to direct the Director of Education with regard to access to information, including confidential information, under the custody or control of the TDSB.
- 6.1.3. Individually, Trustees have access to information in the custody or control of the TDSB that is relevant to matters before the Board of Trustees or its Committees and which would support Trustees' participation in an informed way in upcoming Committee and Board meetings.
- 6.1.4. Individually, members of the Board will have access to information that is not restricted under MFIPPA, and should not access or attempt to gain access to confidential information.

- 6.1.5. The Director of Education is responsible for establishing and implementing effective processes for responding to information requests from the Board of Trustees and members of the Board.
- 6.1.6. The types of information that is routinely requested, including aggregate numbers, information about processes, key statistical indicators, etc., will be identified and proactively disclosed and posted on the Board's website in accordance with the TDSB Open Data Policy (P091).

6.2. Information Requests by Members of the Board

- 6.2.1. Members of the Board need access to appropriate information related to their wards and school communities. Trustees will be provided with information that is readily available .
- 6.2.2. Information is considered readily available where information is already in the possession of a TDSB staff member and the retrieval or compiling of the information will not require significant staff undertaking. Readily available information includes information that has already been communicated or disseminated.
- 6.2.3. For information that is readily available, members of the Board may request the information from the Director of Education or their designate (respective Superintendents of Education and/or Executive Superintendents/Officers responsible for the area). Requests:
 - Should be in writing;
 - Will be acknowledged; and
 - Will be responded to during regular business hours.
- 6.2.4. The Open Data Policy (P091) will be implemented to identify records and information that is frequently requested by Trustees and to ensure proactive and routine disclosure of such information.
- 6.2.5. Trustee who requested information will be provided with preliminary time estimate if retrieval or compiling of the requested information may require significant time and staff resources. Otherwise, the information will be provided immediately.
- 6.2.6. For information that is confidential or not readily available, a Board of Trustees' direction is required. Requests for such information may be submitted by a Trustee through a notice of motion or brought forward as emergency business to the Board of Trustees or its Committee (see Board Bylaws, section 5.15 – Motions, section 5.12.7 – Emergency Business).
- 6.2.7. Trustees will be provided with a schedule of upcoming reports, including regular annual reports as well as ad hoc reports that will be produced during a school year. The schedule will include targeted Board/Committee meeting dates.

- 6.2.8. If a Trustee requires a significant amount of additional information related to a Board of Trustees or Committee meeting agenda item, before a decision can be made, the Trustee may move that consideration of the matter be postponed and that the Director of Education or designate provide additional information at a subsequent meeting.
- 6.2.9. Trustees are encouraged to contact Board Services who will advise on the Board's Bylaws requirements and timelines, and provide support with drafting corresponding notices of motion. Trustees may also engage their respective Superintendents of Education or Executive Superintendents if they require assistance.
- 6.2.10. Once the request is authorized by the Board of Trustees, the information will be prepared by staff in accordance with the Board of Trustees' resolution and presented as a staff report to the Board of Trustees.

6.3. Freedom of Information (FOI) Request

- 6.3.1. Members of the Board, like any member of the public, may use the TDSB's FOI Request process to access information in the custody or control of the TDSB.
- 6.3.2. Information requests submitted by FOI Request are processed in accordance with the Freedom of Information and Protection of Privacy Policy (P094) and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 6.3.3. Trustees may contact the Board's FOI and Privacy Office which can advise on the FOI Request process and timelines, which are also available on the TDSB website.

6.4. Sharing Information

- 6.4.1. Information that is readily available and provided to an individual Trustee will be shared with all Trustees if the requested information is systemic in nature. This may include, for example, key messages and questions and answers related to issues that could impact multiple wards, or ward-specific breakdowns of data.
- 6.4.2. Information about school programs, consultations, corporate news, announcements, media releases, newsworthy articles, and statements by the Chair of the Board and Director of Education will be shared with Trustees by the Director of Education and designates electronically through emails, Trustees' Weekly, TDSB Update and TDSB Connects.
- 6.4.3. The Government, Public and Community Relations department, as the Director's designate, will share information with Trustees including school incidents reports, crisis communications information, daily media information and letters for parents and students.

- 6.4.4. Non-confidential information provided to the Board of Trustees will be publicly available and may be posted on the TDSB's website in accordance with the Board's Open Data Policy (P091).

6.5. Working With Superintendents of Education

- 6.5.1. Superintendents of Education will provide timely information and support to their local Trustee about local school-related matters and concerns. Trustees are encouraged to communicate with Superintendents on school related issues of mutual concern. This may include school events, parent/guardian concerns, school related incidents including injuries requiring medical services as well as safe school concerns (e.g., lock down, hold and secure, bullying, significant acts of violence, hate or racism), bereavements and community concerns (e.g., busing, boundaries).
- 6.5.2. In the event of sensitive local issues which may have systemic implications, the school Superintendent, in consultation with the school principal, will keep both the local Trustee and school community informed.
- 6.5.3. Protection of privacy, legal obligations as well as the safety and well-being of students and community must be considered and balanced when sharing information.
- 6.5.4. When a local matter has system-wide implications, the respective Superintendents of Education will work with their Executive Superintendent to inform all Trustees as soon as practicable.
- 6.5.5. Clear expectations will be outlined and regularly discussed and reinforced with the Superintendents of Education on information sharing and support to Trustees. To ensure a consistent and effective approach to accessing and sharing information, the Director of Education, through Associate Directors, will establish standard parameters for support provided to the Trustees by their respective Superintendents of Education
- 6.5.6.

6.6. Protection of Privacy and Confidentiality

- 6.6.1. In accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), no personal information can be provided to an individual Trustee, subject to restrictions and exemptions under MFIPPA and other applicable legislation and policies. Such information can be provided to all Trustees as part of the Board/Committee meeting materials only.
- 6.6.2. Under MFIPPA, some of the circumstances in which government institutions are permitted to disclose personal information include:
- Where the individual has consented to the disclosure;

- For the purpose for which the personal information was obtained or compiled or for a consistent purpose;
- Where the disclosure is necessary and proper in the discharge of the institution's functions;
- For the purpose of complying with another act;
- For law enforcement purposes;
- In compelling circumstances affecting the health or safety of an individual;
- In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased;
- To the Information and Privacy Commissioner; and
- To the Government of Canada in order to facilitate the auditing of shared cost programs.

6.6.3. Confidential documents may be provided as library copies on yellow paper to all Trustees physically present at the meeting. For virtual Board/Committee meetings, Trustees will be provided with secure electronic copies of confidential documents.

6.6.4. Meeting materials from previous open (public) meetings are available on the TDSB website:
<https://www.tdsb.on.ca/Leadership/Boardroom/Agenda-Minutes> and can be accessed by Trustees directly or obtained through a request to Board Services staff.

For Trustees convenience, the following search engine can be used to search for required reports, agendas and minutes of the Board:
<https://www.tdsb.on.ca/Leadership/Boardroom/Search-Agenda-Minutes>.

6.6.5. Closed (private) meeting materials from a previous meeting may be provided to individual Trustees by request to Board Services staff. Library copies will be shared for viewing.

6.6.6. In accordance with the Board Member Code of Conduct (P075), it is the responsibility of individual Trustees to ensure that confidential materials provided to them for Board of Trustees or Committee meetings are kept secure at all times and disposed of appropriately.

6.6.7. Upon becoming aware of a potential breach of confidentiality or unauthorized disclosure of personal information, Trustees should immediately notify the Chair of the Board and the Director of Education or designate

6.7. Training

6.7.1. Trustees will be provided with an orientation on the Information Flow Protocol as part of the overall orientation for newly elected or appointed Trustees.

7. EVALUATION

This Protocol will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

N/A

9. REFERENCE DOCUMENTS

Legislation:

- *Education Act*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

Policies and Procedures:

- Equity Policy (P037)
- Board Member Code of Conduct (P075)
- Freedom of Information and Protection of Privacy Policy (P094)
- Governance Policy (P086)
- Open Data Policy (P091)
- Parent Concern Protocol (PR505)

Other Documents:

- Board Bylaws, December 1, 2018
- Integrity Commissioner Annual Report for 2018, presented to the Board of Trustees on June 19, 2019

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6.2.3. For information that is readily available ~~and has already been communicated~~, members of the Board ~~individual Trustees~~ may request the information ~~directly~~ from the Director of Education or their designate (respective Superintendents of Education and/or Executive Superintendents/Officers responsible for the area). Requests:

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- Will be acknowledged; and
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(see Board Bylaws, section 5.15 – Motions, section 5.12.7 – Emergency Business).

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 - For the purpose of complying with another act;
 - For law enforcement purposes;
 - In compelling circumstances affecting the health or safety of an individual;
 - In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased;
 - To the Information and Privacy Commissioner; and
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Other Documents:

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Revisions to Governance Procedure PR582(b), Trustee Expense

To: Governance and Policy Committee

Date: 28 October, 2020

Report No.: 10-20-3969

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the revised governance procedure PR582(b), Trustee Expense, as presented in this report, be approved.

Context

Under the Accessibility for Ontario with Disabilities Act (AODA), all public sector organizations must comply with website accessibility requirements. All public websites and web content posted after January 1, 2012 must meet WCAG 2.0 Level AA guidelines, except for criteria outlined under live captions and pre-recorded audio descriptions. The deadline to comply with these requirements is January 1, 2021.

TDSB governance procedure *PR582(b), Trustee Expense: Section 6.14 Disclosure and Posting of Trustee Expenses*, currently states that details of trustee expenses, including all redacted expense claim forms, support receipts and invoices are to be posted to the Board's website on a quarterly basis.

As a result of the new requirements, the web content on the individual trustee expense pages (<https://www.tdsb.on.ca/Leadership/Trustees>) are no longer AODA compliant. In order to meet the requirements, TDSB has the following three options:

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- 1) Delete all images of the 2018-19 and 2019-20 trustee expense summaries and supporting documentation (currently in PDF format) on the trustee expense page, or
- 2) Convert and re-upload all of the 2018-19 and 2019-20 invoices and monthly expense summaries individually to AODA compliant format, or
- 3) Remove all scanned invoices and supporting documentation, but convert and re-upload all 2018-19 and 2019-20 monthly expense summaries outlining total monthly spending amounts from PDF to Microsoft excel format.

(Recommended)

It is recommended that *PR582 (b) Trustee expense procedure* be amended to remove the requirement to post expense claim forms and supporting receipts publicly; and to only require posting of monthly expense summaries on the TDSB public website in excel format. This will allow for added transparency and accountability without increasing administrative and financial burden.

Rationale for the recommendation:

- Posting of trustee expense receipts on the TDSB website is not a Ministry requirement.
- Trustee receipts are considered public documents and can be made available to all members of the public through the TDSB Freedom of information process.
- Conversion of two years' worth of receipt images to comply with AODA requirements is a costly and labour-intensive process. Given the additional workload associated to the 2020-21 school reopening, there will be limited staff resources available to manage the conversions of all trustee expense invoices from the past two years, and to complete them before December 31, 2020.

Action Plan and Associated Timeline

Changes will be made to PR582(b) Trustee Expense Procedure section 6.14. See Appendix A for details.

Resource Implications

N/A

Communications Considerations

The revised Trustee Expense Procedure will be communicated through the System Leaders' Bulletin, TDSB Connects, and will be posted on the Board's internal and external website.

Board Policy and Procedure Reference(s)

- Employee and Trustee Expenses Policy (P016)
- Board Member Code of Conduct (P075)

Appendices

- Appendix A: Trustee Expense Procedure (PR582(b) – track changes
- Appendix B: Trustee Expense Procedure PR582(b) – revised clean

From

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Toronto District School Board

Governance Procedure PR582(b)

Title: **TRUSTEE EXPENSE**

Adopted: May 14, 2014

Effected: May 14, 2014; September 1, 2017

Revised: February 2015; June 17, 2015; May 24, 2017; **March 11, 2020; [new date]**

Reviewed: May 24, 2017, **March 11, 2020; [new date]**

Authorization: Board of Trustees

1.0 RATIONALE

The Trustee Expense Procedure (the “Procedure”) supports implementation of the Toronto District School Board’s (TDSB) Employee and Trustee Expense Policy (P016). This Procedure is aligned with the Board Member Code of Conduct (P075), *Broader Public Sector Accountability Act* and follows the spirit of the Broader Public Sector (BPS) Expenses Directive, and the Travel, Meal and Hospitality Expenses Directive.

2.0 OBJECTIVE

To outline the requirements and process under which Trustees of the TDSB will be reimbursed for allowable expenses while performing Board business in the course of carrying out their responsibilities, representing the interests of students, the Board and the public.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Chair means the Chair of the Board of Trustees.

Central Governance Budget is the budget intended to capture the expenses of the Board, such as, Ontario Public School Boards' Association (OPSBA) membership fees, costs for Board appointed representatives to attend the Provincial educational symposiums, labour relations meetings and annual general meetings organized by OPSBA, the cost of shared liaison services, the cost of equipment supplied at the beginning of the Trustee’s term of office and the cost of Board representation at

seminars and conferences as approved by the Board of Trustees.

Official Business means duties and responsibilities of Trustees as prescribed by the *Education Act* and further explained in the Governance Policy (P086), and directly related to operations of the Toronto District School Board.

Shared Services Expenses Allocation is an annual allocation of \$5,000 for each Trustee in the central governance budget for expenditures related to a childcare attendant, translation, interpreter services, permits and shared services liaison support.

Shared Services Liaisons are administrative staff retained by the Board for provision of administrative support to Trustees in carrying out the official business of the Board.

Trustee Discretionary Budget is the annual budget of \$11,780 for each Trustee for discretionary expenses directly related to Trustees' official business, including professional development. Elected student Trustees share an annual discretionary budget of \$10,000.

Itemized Receipt is a document identifying the vendor with the date and amount of each expense item paid by the claimant. The document can be in an original paper, original electronic or scanned copy format.

Greater Toronto Area (GTA) is a provincial planning area, which includes the City of Toronto, Regional Municipalities of York, Halton, Peel and Durham. See Appendix B for a map of the area.

4.0 RESPONSIBILITY

~~Associate Director, Finance and Operations, and the Associate Director, Equity, Well-being and School Improvement. Associate Director, Business Operations and Service Excellence and Executive Officer, Finance~~

5.0 APPLICATION AND SCOPE

This Procedure applies to all Trustees. The Procedure also covers staff involved in receiving, reviewing and processing Trustee expenses.

This document provides requirements and restrictions related to expenditures below:

Section A: Employee Expenditures – General Requirements

Section B: Furniture & Equipment

Section C: Professional Development, Conferences & Workshops

Section D: Food, Hospitality and Gifts

Section E: Travel Expenses and Mileage

Section F: International Travel – Outside of North America

Section G: Roles & Responsibilities

Section H: Other Provisions

6.0 PROCEDURES

Section A: Trustee Expenditures - General Requirements

- 6.1.1. All expenses submitted for reimbursement must relate to the role of Trustee and the official business of the Board.
- 6.1.2. All expenses submitted for reimbursement must have itemized receipts and signature of the Trustee requesting payment. Amounts claimed for reimbursement must be supported by itemized, itemized receipts. The invoice or receipts must include details of goods or services purchased and the total cost, including applicable taxes. All reports and supporting documentation must be signed by each Trustee and include details as to the purpose of the expense.
- 6.1.3. The Board will only reimburse expenses incurred by the Trustee or their Shared Service Liaison acting on the Trustee's behalf.
- 6.1.4. When claiming expenses for official business meetings, Trustees must provide supporting documentation with specific details about the business conducted (names of attendees, purpose of the meeting, and the type of facility that hosted the meeting, e.g., school or public venue). This requirement includes claims for meal and parking expenses. If it is not possible to collect individual names, Trustees will describe the attendees (for instance, parents/guardians, organization members, union representatives, community group members, media spokespeople, students, etc.) and provide an estimate number of the attendees.
- 6.1.5. Expenses of a personal nature cannot be claimed and will not be reimbursed.
- 6.1.6. To be reimbursed, Trustee expense claims must be approved by both the Chair and the Director (or designate).
- 6.1.7. Expense claims of the Chair of the Board must be approved by the Director (or designate) prior to processing for payment.
- 6.1.8. Trustees may appeal a decision concerning their expenses to the Audit Committee.

- 6.1.9. The TDSB's approved vendors are to be used for the purchasing of goods or services over \$250. Purchasing of goods or services must comply with the Board's Purchasing Policy (P017) ~~purchasing policies~~ and related procedures, as well as the Board Member Code of Conduct (P075).
- 6.1.10. Purchases over \$500 in value and/or contracts or subscriptions (exceeding one year) require prior written approval of the Chair and the Director (or designate). The reimbursement amount will be prorated based on the remaining Trustee term, if it is shorter than the term of the contract or subscription.
- A Trustee-hosted event (e.g., workshop, public information evening, Ward meeting, etc.) estimated to cost over \$500 must be pre-approved by the Chair and the Director (or designate).
- 6.1.11. Trustees cannot exceed their annual budget allocations. Amounts remaining at year-end will not be carried forward to the next budget year. Budget amounts cannot be transferred to other Trustees.
- 6.1.12. Trustees may submit a joint reimbursement expense claim for a joint undertaking (e.g., public event, meeting, or information session, etc., where the event is hosted by more than one Trustee). Expense claims must be signed by all Trustee claimants.
- 6.1.13. Trustees may not use funds from their shared services expenses allocation to pay for expenses related to the Trustee discretionary budget. Trustees may not exceed the Trustee discretionary budget cap of \$11,780 per annum.
- 6.1.14. Trustees may use up to \$1,000 from their Trustee discretionary budgets to pay for expenses related to the shared services expenses allocation.
- 6.1.15. Expense claims must be submitted during the fiscal year when the expense occurred, and no later than September 30 of the next fiscal year. The date the expense is incurred is defined as the date the goods or services are delivered, and not the invoice date. Claims received after the September 30 deadline may not be paid and cannot be charged to the next year's budget.

- 6.1.16. Trustees will receive summaries of expenses paid and the budget remaining in their discretionary budgets on a monthly basis. If there are any discrepancies, Trustees must advise the Chair and the Director (or designate).
- 6.1.17. Each Trustee will have the Board cover one facility permit fee for a community event per school year, which includes permits required for an event on a weekend. Any costs for additional permits will be charged from the Trustee's shared services expense allocation. Extra fees for media supports and any caretaking services will be charged against the Trustee's discretionary budget. A community event is defined as events or activities that are not in a meeting or consultation setting, and are non-TDSB focused events. For example: Heritage or holiday celebrations. Please refer to Appendix A for details regarding permits issued to TDSB Trustees. In an election year, the Trustee budgets will be allocated between the two terms of office and pro-rated accordingly by the number of months in each term (First term: September 1 – November 30, Second Term: December 1 – August 31).
- 6.1.18. Pursuant to the Use of Board Resources during Election Campaigns Procedure (PR533), Board resources, including staff and funding will not be used for any election-related purposes.
- 6.1.19. Trustees are responsible to ensure compliance with the Employee and Trustee Expenses Policy (P016) and the Board Member Code of Conduct (P075) when determining how their discretionary budget is spent in order to meet the unique needs of the constituents in their ward. All expenses relating to individual ward activities and individual Trustees will be charged to the applicable Trustee discretionary budget.
- 6.1.20. Trustees will not use Board resources for the purpose of self-promotion and/or campaigning as per ~~section 4.5 of~~ the Board Member Code of Conduct (P075). Self-promotion includes advertising for personal financial gain as well as production and distribution of novelty items which contain the Trustee's name (e.g., personalized pens, pencils, magnets, keychains, banners, signs, plaques, balloons, etc.). TDSB will not reimburse any self-promotion expenses. Business cards and Trustee standard newsletters are not considered to be self-promotion.

Communication materials (mail-outs, flyers, posters, cards, etc.) must include substantive information such as details about the operations of the TDSB, its programs, upcoming TDSB special events, dates, or initiatives. Public communication, which only contains Trustee identifiers or contact information is considered self-promotion.

- 6.1.22 Trustees will refrain from submitting expense reimbursement requests for goods purchased through online e-commerce shopping sites such as Amazon or eBay. This is because products purchased through online e-commerce shopping sites are not properly vetted by the Board. The quality and safety of the products cannot be verified, as the source is often unknown. Also, the Board is expected to conduct an open and competitive procurement process whenever applicable, to comply with the Broader Public Sector Procurement Directive. These sites also generally do not provide the same level of service around product return, product recall and warranty protection, compared to Board approved vendors. Employees should contact the Purchasing department for assistance when they cannot locate an item from the Board's contracted vendors or the distribution center.
- 6.1.23 Materials purchased using a personal gift card is not a reimbursable expense. Reimbursements are approved when money has been spent out-of-pocket and is supported by an itemized receipt.
- 6.1.24 Trustees on pregnancy or parental leave will continue to have relevant Trustee expenses paid in accordance with the Employee and Trustee Expenses Policy (P016) and Trustee Pregnancy and Parental Leave Policy (P093).

Section B: Furniture & Equipment

6.2 General Requirements

At the beginning of each term, Trustees will be offered Board equipment, as described below, to assist in conducting official business of the Board. The equipment items will be offered according to the contracts in place at the Board for the procurement of such items. The equipment must be used in accordance with the requirements of the Acceptable Use of Information Technology Resources Policy (P088) and the Board Member Code of Conduct (P075).

Equipment purchased with Board funds is considered Board property and

must be returned to the Board at the end of the term or such earlier time as the Trustee leaves office. Equipment that is being replaced must also be returned to the Board. When a Trustee chooses new equipment, upon re-election, the new equipment will only be distributed to the Trustee upon return of the equipment used in their previous term. Lost or stolen equipment must be reported to the Board's Risk Management Department (refer to the Employee/Trustee Equipment Checklist Procedure (PR656)).

6.2.1 Parameters around use of the Central Governance Account:

Each Trustee can purchase up to the four technology items and one furniture item as listed below through the central governance account, at any point in time during the 4-year term, regardless of their start date of the elected term.

Technology:

- Handheld device (iPad or tablet)
- Cell phone (smart phone)
- Computer (desktop or laptop)
- Printer/Scanner/Fax

Trustees will be supplied with a smartphone device in accordance with the current contract in place with the supplier of such services to the Board. Trustees will be provided with monthly details of the service used on their Board supplied device. Any use charged above the plan for personal reasons must be reimbursed to the Board.

Trustees choosing to use devices other than through the Board contract will be reimbursed for the monthly cost of their plan up to the value of the monthly plan cost for Board devices. Additionally, reimbursement will be made for any long distance or data charges incurred related to the role of the Trustee. These amounts will be reimbursed upon presentation of the original statement with details of the monthly charge and the other costs included.

Furniture (for home office use):

- Filing cabinets

All furniture and equipment must be returned to the TDSB at the end of the Trustee's election term unless the Trustee is re-elected. All used technology items must be returned once replacements are provided to a Trustee. The replacement items will be purchased from either the central governance budget or the Trustee discretionary budget.

If a Trustee is re-elected in the following term, he/she may continue to use the previous term's equipment, or return the previous term's equipment

and purchase up to the four technology items for the new 4-year term through the central governance budget.

Cost of repairs on used technology items outside of the term of warranty can be expensed through the central governance budget only if it is the result of manufacturing or product defects. The Board's Information Technology (I.T.) department must be consulted to determine if the equipment should be repaired or replaced.

6.2.2. Parameters for use of the Trustee discretionary budget:

All products purchased with Board funds are the property of the Board and will be returned upon the end of an election term.

All upgrades to existing equipment or new and supplementary technology purchases over and above the limit of four technology items per term per Trustee must be expensed through the Trustee discretionary budget.

Replacement and repair expenses resulting from lost, stolen or damaged furniture and equipment must be expensed through the Trustee discretionary budget.

All peripherals such as iPad cases, wireless mouse, memory enhancements and Bluetooth, must be expensed through the Trustee discretionary budget, as approved by the Chair and the Director (or designate).

6.2.3. Furniture and Equipment Tracking:

The tracking of all equipment and furniture purchased for each Trustee will involve the following staff and departments:

- Assistant Comptroller, Administrative Services: collects and organizes purchasing information (e.g., vendor, invoice date, delivery date, product information and description) for the equipment and furniture purchased. Ensures compliance with the TDSB's ~~purchasing policies~~[Purchasing Policy \(P017\)](#) and procedures; shares purchasing details, for tracking purposes, with Shared Services Administrative Liaison staff and Finance Administration staff. Upon completion of an elected term, the Assistant Comptroller will arrange for collection of equipment and furniture that were ordered and are Board property.
- Shared Services Administrative Liaison staff will track all equipment and furniture that are purchased for Trustees. Upon completion of an elected term the Shared Services Administrative Liaison staff will share their tracking records for purchased

equipment and furniture to support the Assistant Comptroller in collecting the equipment and furniture.

The following should be documented on a Trustee Furniture & Equipment log: date of purchase, description of item, serial numbers (if any), purchase order number, start/end date of warranty, cost center, location of the item and approximate dollar value. Any used equipment or furniture inherited from previous terms that are currently in Trustees' possession should also be tracked on the log.

Section C: Professional Development, Conferences & Workshops

6.3 General Requirements

Plans for travel, meals, accommodation and hospitality must support the role of the Trustee and the official business of the Board in accordance with the Board Member Code of Conduct [\(P075\)](#) and the Employee and Trustee Expenses Policy (P016).

Allowable expenses include meals, registration, accommodation and other reasonable expenses dependent upon location of the conference but only when these expenses are not part of the conference fee.

6.3.1 Application

The Trustee's application for conference participation is required at least one month in advance, using the Out of Province/In Province Conferences and Workshops Form.

The conference program detail must accompany the form, [AC-215 Out of Province/Out of Country](#) or [In Province Conferences and Workshops form](#).

Note: Participation in workshops offered by TDSB **does not** require the completion and submission of this form.

6.3.2 Pre-Authorization

Proposals for attendance at Out of Province conferences, seminars or workshops must be pre-approved by the Board of Trustees. Once approved by the Board of Trustees, the Chair would authorize the application form.

6.3.3 Application to Attend as a Presenter

If a Trustee proposes to attend a conference, seminar or workshop as a presenter representing the TDSB, an application for participation must be approved in advance. This request would be completed using the form [Trustee Application to Attend Conference as a Presenter \(Form 582F\)](#). The application should include a written confirmation that the Trustee is participating as a Board presenter. The proposal must be discussed with and have the support of the Director and the Chair. The proposal for the conference, seminar or workshop presentation must be approved by the Board of Trustees. Once approved by the Board of Trustees, the Chair would authorize the application form. The expenses for a Trustee attending a conference as a presenter will be reimbursed from the central governance budget.

6.3.4 Advances and Payment Process

There will be **no advances** issued to trustees attending professional development sessions or events.

Trustees must pay for the registration costs up front, and then claim reimbursement from the Board after the professional development session or event.

If trustees are unable to attend, they must make the effort to request a refund and inform the Trustee Services department in a timely manner.

Reimbursements are issued upon confirmation that the trustee has completed the conference, course or workshop. The Chair and Director or designates' sign-off on Part B of the conference form validates their attendance and approval for reimbursement. Exceptions may be made if the trustee is unable to attend due to extraordinary circumstances.

Pre-payment of registration fees by the Board could be made under special circumstances, as approved by the Director or designate. Special circumstances may include, but are not limited to, issues such as financial hardship, or when the threshold of out-of-pocket costs exceeds \$2,500. Trustees should provide advance notice of two weeks or more before the payment deadline, to allow processing time for Board staff.

If the Trustee is unable to attend and is unable to obtain a refund, they must provide a valid reason for their absence; otherwise they must reimburse to the Board the amount prepaid to the vendor.

6.3.5. Conference Meal Allowances

Multi-day or Overnight Conferences

Meal allowances will be provided up to the maximum amounts below, as outlined, if the meals not included in the conference registration. Reimbursement for meals while travelling to and from the conference destination are permitted only for costs incurred no earlier than 12 hours prior to the start time of the conference and no later than 12 hours after the end of the conference.

An agenda must be provided as supporting documentation, outlining start and end times of the conference for approval purposes.

Maximum meal expenditure will be provided up to \$70 per day and represents the sum of the following:

- \$20 maximum daily breakfast allowance
- \$20 maximum daily lunch allowance
- \$30 maximum daily dinner allowance

The breakfast on the first multi-day or overnight conference is still considered a personal expense and will not be eligible for the allowance. Breakfast is expected to precede the start of the work day and therefore is considered a personal expense.

When a fixed meal allowance is claimed in accordance to the eligibility criteria outlined, Trustees are not required to submit their meal receipts with their claim. The meal allowance amounts are inclusive of taxes and gratuity.

Single-day or Partial-day (Less than 6 hours) Conferences

The \$20 breakfast allowance is not applicable for single day or partial day conferences, as breakfast is considered a personal expense.

The \$20 lunch allowance may be claimed for single day or partial day conferences, when lunch is not provided at the conference.

The \$30 dinner allowance may be claimed for single day or partial day conferences, if the agenda goes beyond 6 p.m. and dinner is not provided at the conference.

These allowance amounts will be reviewed at least every two years and updated as required. There are no meal allowances or meal reimbursements for virtual conferences.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate.

For travel in the U.S. or other international destinations, meal reimbursements will be determined by the *Public Service of Canada National Joint Council's Travel Directive (Appendix D - Allowances)* and will be in effect during the period of travel. International travel expenses will be reimbursed in Canadian dollars.

6.3.6 Transportation

Air Travel – Canada and US

Trustees must make air travel reservations through the Chair's office. The reservation will be made through the Board's approved travel agent for air travel which will be Board paid/reimbursed.

The Board will pay basic economy/coach fares. No fare upgrades will be reimbursed by the Board.

Ground Travel

Personal vehicle mileage will be reimbursed at the approved rate per kilometre to a maximum of the economy airfare. The Board assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used on business. Those driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Trustees using their personal vehicle for Board business will be reimbursed at \$0.52 per km or at a rate in accordance with the approved kilometre allowance (see Request for Automobile Mileage Reimbursement, Form 582E). This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.

Toll charges in the GTA (e.g. Highway 407 ETR) will not be covered. Toll charges outside of the GTA will be covered and will require submission of receipts.

Rental vehicles are generally not preferred unless it is demonstrably the most economical means of transportation.

Reimbursement of rent of vehicles will occur up to the equivalent rate of car kilometre allowance. The cost of the rental should also include

applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented and approved prior to rental if possible, and
- guided by the principle that the rental vehicle is the most economical and practical size taking into account the purpose, number of occupants and safety.

Rental of luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility of rented vehicles. Those driving a rented vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Aside from the use of personal or rental vehicles and air travel, other forms of travel may be permitted if they are considered more economical or reasonable. Examples include:

- Taxi or Ride Hailing Company – to and from airport.
- Train – reimbursed to maximum of economy fare.

Where a number of Trustees are attending the same function, shared travel should always be considered and required where possible.

Other Modes of Travel

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted for short occasional trips. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Public Transit – may be reimbursed for the cost of the trip. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement. The Board may also reimburse for monthly Presto passes, upon presentation of receipt.

Other Considerations for Ground Travel:

Where Trustees are attending the same function, shared travel should be considered where possible. Note that when multiple attendees are carpooling to the same destination, only the driver will claim reimbursement of vehicle costs.

All travel and other incidental expenses, including parking, taxi or ride hailing fare related to Board business will be reimbursed upon presentation of detailed receipts.

6.3.7 Accommodation

Events within the Greater Toronto Area (GTA)

Accommodation expenses within the Greater Toronto Area (GTA) are generally not allowable expenses. However, an exception may be made for Trustees to claim accommodation costs for events (such as conferences, conventions, seminars, workshops, etc.) within the GTA if the following two conditions are met:

1. Total length of travel (distance to the conference venue from Trustees residence and back) exceeds 150 kilometers;

AND

2. Time: based on the official agenda, Trustee's participation is required at unusually early or late hours: i.e., agenda start and end times are earlier than 8 a.m. and/or later than 10 p.m.¹

Any exception to the above must be preauthorized by the Director based on consideration of the conference itinerary and distance travelled.

Events outside the Greater Toronto Area (GTA)

For events outside the GTA, standard hotel accommodation as recommended by the event organizers, subject to availability, is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.

Reimbursement for accommodation expenses are permitted only for costs incurred no earlier than 24 hours prior to the start time of the event and no later than 24 hours after the end of the event, to provide flexibility around flight and other travel time. Effort should be made to schedule earliest travel time from start/end of the conference/event.

Trustees are personally responsible for any additional overnight stays beyond this period.

6.3.8 Other Expenses

¹ If the event end time is not stated on the agenda, it will be estimated as two hours from beginning of the last agenda item.

All other incidental expenses relating to Board business, supported by itemized receipts will be fully reimbursed if reasonable and justifiable.

Section D: Food, Hospitality and Gifts

6.4 Hospitality - General Requirements

- (a) Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Board's expense to persons who are not engaged in work for:
 - Toronto District School Board;
 - Designated Broader Public Sector (BPS) organizations as defined in the Broader Public Sector Expenses Directive; and
 - Any of the Ontario government ministries, agencies and public entities covered by the Travel, Meals and Hospitality Expenses Directive.
- (b) Hospitality may be extended to facilitate Board business and is considered desirable as a matter of professional courtesy.
- (c) For reimbursement purposes, Trustees must ensure that hospitality expenses are recorded, and records contain information for each function:
 - The circumstances;
 - The form of hospitality;
 - The cost supported by itemized receipts;
 - Name and location of establishment;
 - Number of attendees;
 - Names of guests; and
 - Approval(s) by the Chair and Director (or designate)
- (d) Payment for alcoholic beverages using Board funds is prohibited at any hospitality event.
- (e) A Trustee must not provide or accept hospitality to/from entities engaged in vendor activities with the TDSB or have a pending vendor relationship with the Board.
- (f) Acceptance or offer of hospitality may constitute actual or perceived conflict of interest. Therefore, Trustees will consider the potential risks and exercise caution before accepting or offering gifts. A ~~t~~Trustee will adhere to the Board Member Code of Conduct (P075) and only accept the

hospitality of a gift in the course of the professional relationship, if ***all*** of the following criteria are met:

- The gift is of nominal value and is infrequent and non-recurring, such as holiday candies or inexpensive give-aways;
- A Trustee believes that the gift giver is not trying to obligate them, or improperly influence a decision;
- It is considered normal and acceptable business practice for the purposes of courtesy and good business relations; and
- Acceptance of the hospitality does not conflict with Board policies and procedures, and generally accepted ethical standards.

6.4.1 Tickets to Events

The cost for attendance at community events that directly support students in the TDSB are allowable expenses. Donation receipts for charitable events must not be claimed by the individual Trustee for income tax purposes.

6.4.2 Gifts of Appreciation or Bereavement

Gifts under \$50 may be provided as token gestures to individuals who are not employed in broader public sector organizations and must be supported by itemized receipts and explanation of purpose if expense is incurred. Gifts cannot be provided to Board employees. Appropriate gifts are:

- TDSB commemorative merchandise (i.e. mug or pen)
- thank you cards or gift of student art work

The Board may send a basket of flowers, fruit or gift of no more than \$200 on the death of a Trustee from the central governance budget with pre-approval from the Chair and the Director (or designate). Trustee discretionary budgets cannot be used for this purpose.

6.5 Contributions, Awards and Student Recognition

6.5.1 Contributions and Donations

Any monetary contributions to an individual TDSB school or multiple schools, as well as any donations to external organizations and charities from Trustee expense funds are disallowed, and therefore, will not be reimbursed.

6.5.2. Awards and Student Recognition

Certificates or letters of recognition may be provided as awards for specific individual student achievement. Educational gifts, such as books, TDSB merchandise or plaques, may also be provided up to \$50 per student from the Trustee discretionary budget for recognition of student achievement. Gift certificates are not acceptable student recognition awards. To ensure consistency, Trustees must obtain approval of the Board, before organizing any major student recognition events or award ceremonies.

Trustees will not use the awards and student recognition events to self-promote and must ensure compliance with the Board Member Code of Conduct (P075).

6.6 Food at Trustee Meetings and Forums

Non-alcoholic beverages, at a reasonable cost, may be provided at group meetings and professional development training sessions, where appropriate, when there are participants who are not employees of the Broader Public Sector.

Trustees will adhere to the following maximum meal rates outlined in the OPS Travel, Meals & Hospitality Expenses Directive when purchasing meals for staff or guests attending Trustee meetings or ward forums:

\$10.00 per person for breakfast
 \$12.50 per person for lunch
 \$22.50 per person for dinner

The amounts above are inclusive of taxes and up to 15% in gratuities. If the meal is centrally catered, the average cost per individual must not exceed these maximums. It is recommended, whenever possible, to use TDSB catering services, if they are located on the meeting site.

For daily meal allowances relating to conferences, please refer to Section C - *Professional Development, Conferences & Workshops* of this [procedureProcedure](#).

Section E: Travel Expenses and Mileage

6.7 Travel Expense - Mileage

6.7.1 Application

The Trustee will prepare and submit the Request for Automobile Mileage Reimbursement (Form 582C) to the Chair and Director (or designate) for

approval. Reimbursement is provided for necessary and reasonable expenditures on parking upon presentation of appropriate receipts. The per kilometer reimbursement rate is \$0.52.

6.7.2 Approval of Payment

The approved Trustee mileage Reimbursement form should be submitted separate from the Trustee Expense Claim. The claim is processed and paid by the Accounts Payable department. It is recommended that Trustee mileage claims are to be submitted at least quarterly. Mileage claims submitted past the September 30 deadline may not be reimbursed (see section 6.1.14).

The TDSB issues Trustees with a Declaration of Conditions of Employment form (T2200) which indicates the amount they have been paid.

Section F: International Travel – Outside of North America

6.8 International Travel

6.8.1 General Requirements

Trustees' travel will be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues (e.g., conferences, workshops, training opportunities). The guiding principle of this section is that plans for travel, meals, accommodation and hospitality, support Board objectives and are done in the most economical and/or practical fashion.

6.8.2 Travel

The type of travel selected should be the most practical and economical way to travel to align with the principles established in the BPS directive.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the Chair of the Board must be attained.

6.8.3 Accommodation

A standard room is the set option for accommodation consistent with the principle of value for money.

6.8.4 Meals

For travel in other international destinations, meal reimbursements will be determined by the Travel Directive, Appendix D, (<https://www.njc-cnm.gc.ca/directive/d10/en>) of the National Joint Council of the Public Service of Canada in effect during the period of travel.

Itemized receipts must be presented as part of the expense claim to be reimbursed in accordance with BPS and audit requirements. Pooling of meal allowances is not permitted.

TDSB will reimburse up to that amount where detailed, itemized receipts are presented. Meal expenses related to international travel will be reimbursed in Canadian dollars.

6.8.5 Incidental Expenses

Reasonable incidental expenses must be in relation to the official business of the Board. Incidental expenses will be reimbursed upon presentation of detailed, itemized receipts.

Examples of allowable incidental expenses:

- Cost of telephone calls to conduct business.
- Gratuities for meals, porter, hotel room service and taxis. The Board's reimbursement of gratuity is capped at 15% of pre-tax expense amount.
- Cost of internet connections and computer access charges.
- Facsimile and photocopying fees.
- Excess baggage fees for conference materials.

6.8.6 Alcohol

Alcohol cannot be claimed or expensed under any circumstances and must not be included in claims for reimbursement.

Section G: Roles & Responsibilities**6.9 Roles and Responsibilities****6.9.1 Trustees will:**

- Authorize all expenses from their Trustee Office Expense (Form 582A – Trustee Expense Claim) budget

- Stay within budget guidelines (Form 582B – Trustee Expense Claim: Budget Guidelines) and expense categories as outlined in the policy and procedure;
- Maintain all equipment and furniture supplied by the Board;
- Return all Board owned equipment and furniture at the end of term (Form 656A - Employee/Trustee Equipment Checklist).
- Ensure all amounts claimed are appropriate properly supported and comply with all policies and procedures for reimbursement.

6.9.2 Board staff – Public Engagement will support Trustees by:

- Providing support to Trustees for the proper submission and organization of expenses.
- Advise Trustees if items submitted for reimbursement are not in compliance with TDSB policies and procedures.
- Provide monthly notifications and updates to Trustees on budget status and cell phone or other technology expenses
- Provide training and orientation for staff and Trustees at the beginning of each term or as required/requested.

6.9.3 Board staff – Business Services Department will support Trustees and:

- Provide accounting, financial and purchasing support to the Trustees and Trustee Liaison Office.
- Provide guidance to Trustees and/or Administrative Liaison staff on Trustee expense policies and procedures and advise them if items submitted are not eligible for reimbursement.
- Ensure that amounts reimbursed are properly supported and compliant with relevant policies.
- Monitor changes in legislation, Board policies and procedures and ensure that this Procedure is updated as required.
- Provide notifications to Trustees on budget status, year-end procedures and assigned cut-off dates.

6.9.4 Assistant Comptroller, Administrative Services will:

- Manage procurement of office equipment, furniture and other Board assets for the Trustees.
- Coordinate return of assets provided to Trustees at the end of the elected term.

6.9.5 Board staff ,Information Technology Department will:

- Provide information technology support to Trustees regarding use of electronic equipment.

6.9.6 The Director or Associate Director, ~~Finance and~~Business Operations and Service Excellence (as Director's designate) will:

- Review and approve eligible Trustee expenses for reimbursement.
- Decline payment or reimbursement to ineligible expenses or expenses that do not relate to the role of a Trustee or business of the Board. Decline payment or reimbursement of submitted expenses that are not compliant with TDSB policies and procedures.

Section H: Other Provisions

6.10 Examples of allowable Trustee expenses

- Required travel
- Telephone and voice mail in the Trustee's office
- 50% of the cost of monthly internet service at home
- Professional Development/Conferences/Workshops related to the role of Trustee
- Board approved committee expenses
- Personalized TDSB stationery (letterhead, business cards)
- Miscellaneous travel expenses and associated parking (ward meetings, constituent meetings, school visits), including taxi service
- Newsletters, flyers, postage, courier charges
- School council support (e.g., food, drinks, child care, translation services, and other necessary items or services)
- Purchases from the Board's distribution center
- All out-of-pocket reimbursement requests must be properly detailed, supported and approved
- Mailroom expenses
- Purchase orders over \$250 through Board approved vendors
- Purchase orders under \$250 through any vendor
- Permit fees

- Payments to guest speakers or other fee-for-service with detailed invoice outlining work performed that may occur at Trustee-hosted events
- Advice or legal services provided by an external legal firm related to a matter involving an action against the Trustee. A Trustee may contract advice or service from an external legal firm (on the list of approved firms) if approved by the Board. The payment of such legal advice will align with the stipulations in the TDSB's Complaint Protocol for the Board Member Code of Conduct (PR708).

6.11 Examples of ineligible expenses

- Alcohol
- Books, magazines, periodicals with no relation to role of Trustee or Board business
- Movie/entertainment channel programming
- Monthly TV cable fees and/or installation and program fees for home office
- Event costs for an event organized entirely by a third party with no participation by Trustee
- Costs of any equipment or services purchased outside the Board ~~purchasing policies~~[Purchasing Policy \(P017\)](#) and procedures and approved contracts
- Purchases of office supplies for amounts over \$250 that are available from the Board's distribution center
- Personal use of Board purchased equipment such as smart phones (for example, long distance or roaming or data charges).
- Entertainment events such as theatre shows, musical performances, concerts, golf and green fees
- Raffle tickets, auctions events, table prize tickets at events, including galas
- Retail memberships
- Monetary, including gift card, awards
- Donations where formal recognition or tax receipt is provided to the Trustee
- Political contributions or expenses related to political events
- Any activity not related to role of Trustee
- Expenses incurred by a third party
- Payment to Board staff for any purpose; this includes gift cards or gifts.

6.12 Shared Services

Each Trustee can spend up to \$5,000 in annual allocation from the central governance budget for shared services expenditures (see section 6.1.14).

Allowable expenditures to be paid from the \$5,000 annual allocation are:

- Childcare attendant costs
- Translation services
- Interpreter Services
- Permits
- Shared Services Liaison Support

The Board will not be responsible for the costs of the above expenditures if they exceed the above annual maximum threshold. Trustees must use Board approved service providers for the above listed services.

All payroll timesheets relating to Shared Services Liaison Support must be approved by the Chair and processed prior to the payroll year-end cut-off date in September, in order to be recorded in the correct fiscal year. Timesheets received and processed after the cut-off date will be charged to the subsequent year, and as a reduction from that year's budget allotment.

6.13 Election Campaigns

Trustees are required to adhere to Operational Procedure Use of Board Resources during Election Campaigns (PR533).

6.14 Disclosure and Posting of Trustee Expenses

~~The details of Trustee expenses, including all expense claim forms and supporting detailed receipts and invoices. Monthly expense summaries outlining each Trustee's total monthly spending amount~~ will be posted on a quarterly basis to the Board website. This disclosure includes those of the Chair and Vice-Chair.

~~Each Trustee is responsible for redaction of personal information on their expense claim records before they are posted on the Trustee external website.~~

7 EVALUATION

This ~~p~~Procedure is to be reviewed and updated as required but at a minimum every four (4) years.

8 APPENDICES

Appendix A: Permits Issued to TDSB Trustees
Appendix B: Map of Greater Toronto Area

9 REFERENCE DOCUMENTS

Policies:

- Acceptable Use of Information Technology Resources Policy (P088)
- Board Member Code of Conduct (P075)
- Budget Approval Policy (P012)
- Employee and Trustee Expenses Policy (P016)
- Purchasing Policy (P017)
- Trustee Constituency Communications Policy (P018)
- Trustee Pregnancy and Parental Leave Policy (P093)

Procedures:

- Employee/Trustee Equipment Checklist Procedure (PR656)
- Complaint Protocol for the Board Member Code of Conduct (PR708)
- Student Trustees Procedure (PR588)
- Use of Board Resources During Election Campaigns Procedure (PR533)

Forms:

- Form 582 A: Trustee Expense Claim Form
- Form 582 B: Trustee Expense Claim Form - Budget Guidelines (front and back)
- Form 582 C: Mileage Claim, Trustee Travel Log
- Form 582 D: Trustee Approval from Chair of the Board Prior to Purchase
- Form 582 E: Request for Automobile Mileage Reimbursement
- Form 582 F: Trustee Application to Attend Conference as Presenter
- AC-215A In-Province or Out-of Province Conference & Workshop Form

Other:

- *Broader Public Sector Accountability Act*
- Broader Public Sector Expenses Directive
- *Education Act*
- Travel Directive (Appendix D – Allowances) - Rates for International Travel. National Joint Council of the Public Service of Canada: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng
- Travel, Meal and Hospitality Expenses Directive - National Joint Council of the Public Service of Canada: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

APPENDIX A: Permits Issued to Trustees

A permit fee consists of 3 components as follows:

1. Application Processing Fee
2. Facility Rental Fee
3. Extra Services Fee (If applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

Type of Activity	Application Processing Fee	Facility Rental Fee	Extra Services Fee
Ward meetings	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
One community event per school year	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
Additional community events	Waived	Community Youth and Seniors Category (Presently) – Subsidized Level 1 Category	Any costs arising from extra caretaking needs, media support, etc.

The following guidelines are applicable for a permit issued to a TDSB Trustee in their ~~his/her~~ official capacity:

- The Trustee must be present and is in charge during the permitted activity.
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and the Trustee Services will receive a copy of the permit.
- Permits will not be issued a Trustee to use TDSB facilities during an election campaign, pursuant to Governance Procedure PR533.

APPENDIX B: MAP OF GREATER TORONTO AREA

Greater Toronto Area



Toronto District School Board

Governance Procedure PR582(b)

Title: **TRUSTEE EXPENSE**

Adopted: May 14, 2014

Effected: May 14, 2014; September 1, 2017

Revised: February 2015; June 17, 2015; May 24, 2017; **March 11, 2020; [new date]**

Reviewed: May 24, 2017, **March 11, 2020; [new date]**

Authorization: Board of Trustees

1.0 RATIONALE

The Trustee Expense Procedure (the “Procedure”) supports implementation of the Toronto District School Board’s (TDSB) Employee and Trustee Expense Policy (P016). This Procedure is aligned with the Board Member Code of Conduct (P075), *Broader Public Sector Accountability Act* and follows the spirit of the Broader Public Sector (BPS) Expenses Directive, and the Travel, Meal and Hospitality Expenses Directive.

2.0 OBJECTIVE

To outline the requirements and process under which Trustees of the TDSB will be reimbursed for allowable expenses while performing Board business in the course of carrying out their responsibilities, representing the interests of students, the Board and the public.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Chair means the Chair of the Board of Trustees.

Central Governance Budget is the budget intended to capture the expenses of the Board, such as, Ontario Public School Boards' Association (OPSBA) membership fees, costs for Board appointed representatives to attend the Provincial educational symposiums, labour relations meetings and annual general meetings organized by OPSBA, the cost of shared liaison services, the cost of equipment supplied at the beginning of the Trustee’s term of office and the cost of Board representation at seminars and conferences as approved by the Board of Trustees.

Official Business means duties and responsibilities of Trustees as prescribed by the *Education Act* and further explained in the Governance Policy (P086), and directly related to operations of the Toronto District School Board.

Shared Services Expenses Allocation is an annual allocation of \$5,000 for each Trustee in the central governance budget for expenditures related to a childcare attendant, translation, interpreter services, permits and shared services liaison support.

Shared Services Liaisons are administrative staff retained by the Board for provision of administrative support to Trustees in carrying out the official business of the Board.

Trustee Discretionary Budget is the annual budget of \$11,780 for each Trustee for discretionary expenses directly related to Trustees' official business, including professional development. Elected student Trustees share an annual discretionary budget of \$10,000.

Itemized Receipt is a document identifying the vendor with the date and amount of each expense item paid by the claimant. The document can be in an original paper, original electronic or scanned copy format.

Greater Toronto Area (GTA) is a provincial planning area, which includes the City of Toronto, Regional Municipalities of York, Halton, Peel and Durham. See Appendix B for a map of the area.

4.0 RESPONSIBILITY

Associate Director, Business Operations and Service Excellence and Executive Officer, Finance

5.0 APPLICATION AND SCOPE

This Procedure applies to all Trustees. The Procedure also covers staff involved in receiving, reviewing and processing Trustee expenses.

This document provides requirements and restrictions related to expenditures below:

Section A: Employee Expenditures – General Requirements

Section B: Furniture & Equipment

Section C: Professional Development, Conferences & Workshops

Section D: Food, Hospitality and Gifts

Section E: Travel Expenses and Mileage

Section F: International Travel – Outside of North America

Section G: Roles & Responsibilities

Section H: Other Provisions**6.0 PROCEDURES****Section A: Trustee Expenditures - General Requirements**

- 6.1.1. All expenses submitted for reimbursement must relate to the role of Trustee and the official business of the Board.
- 6.1.2. All expenses submitted for reimbursement must have itemized receipts and signature of the Trustee requesting payment. Amounts claimed for reimbursement must be supported by itemized, itemized receipts. The invoice or receipts must include details of goods or services purchased and the total cost, including applicable taxes. All reports and supporting documentation must be signed by each Trustee and include details as to the purpose of the expense.
- 6.1.3. The Board will only reimburse expenses incurred by the Trustee or their Shared Service Liaison acting on the Trustee's behalf.
- 6.1.4. When claiming expenses for official business meetings, Trustees must provide supporting documentation with specific details about the business conducted (names of attendees, purpose of the meeting, and the type of facility that hosted the meeting, e.g., school or public venue). This requirement includes claims for meal and parking expenses. If it is not possible to collect individual names, Trustees will describe the attendees (for instance, parents/guardians, organization members, union representatives, community group members, media spokespeople, students, etc.) and provide an estimate number of the attendees.
- 6.1.5. Expenses of a personal nature cannot be claimed and will not be reimbursed.
- 6.1.6. To be reimbursed, Trustee expense claims must be approved by both the Chair and the Director (or designate).
- 6.1.7. Expense claims of the Chair of the Board must be approved by the Director (or designate) prior to processing for payment.
- 6.1.8. Trustees may appeal a decision concerning their expenses to the Audit Committee.

- 6.1.9. The TDSB's approved vendors are to be used for the purchasing of goods or services over \$250. Purchasing of goods or services must comply with the Board's Purchasing Policy (P017) and related procedures, as well as the Board Member Code of Conduct (P075).
- 6.1.10. Purchases over \$500 in value and/or contracts or subscriptions (exceeding one year) require prior written approval of the Chair and the Director (or designate). The reimbursement amount will be prorated based on the remaining Trustee term, if it is shorter than the term of the contract or subscription.

A Trustee-hosted event (e.g., workshop, public information evening, Ward meeting, etc.) estimated to cost over \$500 must be pre-approved by the Chair and the Director (or designate).
- 6.1.11. Trustees cannot exceed their annual budget allocations. Amounts remaining at year-end will not be carried forward to the next budget year. Budget amounts cannot be transferred to other Trustees.
- 6.1.12. Trustees may submit a joint reimbursement expense claim for a joint undertaking (e.g., public event, meeting, or information session, etc., where the event is hosted by more than one Trustee). Expense claims must be signed by all Trustee claimants.
- 6.1.13. Trustees may not use funds from their shared services expenses allocation to pay for expenses related to the Trustee discretionary budget. Trustees may not exceed the Trustee discretionary budget cap of \$11,780 per annum.
- 6.1.14. Trustees may use up to \$1,000 from their Trustee discretionary budgets to pay for expenses related to the shared services expenses allocation.
- 6.1.15. Expense claims must be submitted during the fiscal year when the expense occurred, and no later than September 30 of the next fiscal year. The date the expense is incurred is defined as the date the goods or services are delivered, and not the invoice date. Claims received after the September 30 deadline may not be paid and cannot be charged to the next year's budget.
- 6.1.16. Trustees will receive summaries of expenses paid and the budget remaining in their discretionary budgets on a monthly basis. If there are

any discrepancies, Trustees must advise the Chair and the Director (or designate).

- 6.1.17. Each Trustee will have the Board cover one facility permit fee for a community event per school year, which includes permits required for an event on a weekend. Any costs for additional permits will be charged from the Trustee's shared services expense allocation. Extra fees for media supports and any caretaking services will be charged against the Trustee's discretionary budget. A community event is defined as events or activities that are not in a meeting or consultation setting, and are non-TDSB focused events. For example: Heritage or holiday celebrations. Please refer to Appendix A for details regarding permits issued to TDSB Trustees. In an election year, the Trustee budgets will be allocated between the two terms of office and pro-rated accordingly by the number of months in each term (First term: September 1 – November 30, Second Term: December 1 – August 31).
- 6.1.18. Pursuant to the Use of Board Resources during Election Campaigns Procedure (PR533), Board resources, including staff and funding will not be used for any election-related purposes.
- 6.1.19. Trustees are responsible to ensure compliance with the Employee and Trustee Expenses Policy (P016) and the Board Member Code of Conduct (P075) when determining how their discretionary budget is spent in order to meet the unique needs of the constituents in their ward. All expenses relating to individual ward activities and individual Trustees will be charged to the applicable Trustee discretionary budget.
- 6.1.20. Trustees will not use Board resources for the purpose of self-promotion and/or campaigning as per the Board Member Code of Conduct (P075). Self-promotion includes advertising for personal financial gain as well as production and distribution of novelty items which contain the Trustee's name (e.g., personalized pens, pencils, magnets, keychains, banners, signs, plaques, balloons, etc.). TDSB will not reimburse any self-promotion expenses. Business cards and Trustee standard newsletters are not considered to be self-promotion.

Communication materials (mail-outs, flyers, posters, cards, etc.) must include substantive information such as details about the operations of the TDSB, its programs, upcoming TDSB special events, dates, or initiatives.

Public communication, which only contains Trustee identifiers or contact information is considered self-promotion.

- 6.1.22 Trustees will refrain from submitting expense reimbursement requests for goods purchased through online e-commerce shopping sites such as Amazon or eBay. This is because products purchased through online e-commerce shopping sites are not properly vetted by the Board. The quality and safety of the products cannot be verified, as the source is often unknown. Also, the Board is expected to conduct an open and competitive procurement process whenever applicable, to comply with the Broader Public Sector Procurement Directive. These sites also generally do not provide the same level of service around product return, product recall and warranty protection, compared to Board approved vendors. Employees should contact the Purchasing department for assistance when they cannot locate an item from the Board's contracted vendors or the distribution center.
- 6.1.23 Materials purchased using a personal gift card is not a reimbursable expense. Reimbursements are approved when money has been spent out-of-pocket and is supported by an itemized receipt.
- 6.1.24 Trustees on pregnancy or parental leave will continue to have relevant Trustee expenses paid in accordance with the Employee and Trustee Expenses Policy (P016) and Trustee Pregnancy and Parental Leave Policy (P093).

Section B: Furniture & Equipment

6.2 General Requirements

At the beginning of each term, Trustees will be offered Board equipment, as described below, to assist in conducting official business of the Board. The equipment items will be offered according to the contracts in place at the Board for the procurement of such items. The equipment must be used in accordance with the requirements of the Acceptable Use of Information Technology Resources Policy (P088) and the Board Member Code of Conduct (P075).

Equipment purchased with Board funds is considered Board property and must be returned to the Board at the end of the term or such earlier time as the Trustee leaves office. Equipment that is being replaced must also be returned to the Board. When a Trustee chooses new equipment, upon re-election, the new equipment will only be distributed to the Trustee upon

return of the equipment used in their previous term. Lost or stolen equipment must be reported to the Board's Risk Management Department (refer to the Employee/Trustee Equipment Checklist Procedure (PR656)).

6.2.1 Parameters around use of the Central Governance Account:

Each Trustee can purchase up to the four technology items and one furniture item as listed below through the central governance account, at any point in time during the 4-year term, regardless of their start date of the elected term.

Technology:

- Handheld device (iPad or tablet)
- Cell phone (smart phone)
- Computer (desktop or laptop)
- Printer/Scanner/Fax

Trustees will be supplied with a smartphone device in accordance with the current contract in place with the supplier of such services to the Board. Trustees will be provided with monthly details of the service used on their Board supplied device. Any use charged above the plan for personal reasons must be reimbursed to the Board.

Trustees choosing to use devices other than through the Board contract will be reimbursed for the monthly cost of their plan up to the value of the monthly plan cost for Board devices. Additionally, reimbursement will be made for any long distance or data charges incurred related to the role of the Trustee. These amounts will be reimbursed upon presentation of the original statement with details of the monthly charge and the other costs included.

Furniture (for home office use):

- Filing cabinets

All furniture and equipment must be returned to the TDSB at the end of the Trustee's election term unless the Trustee is re-elected. All used technology items must be returned once replacements are provided to a Trustee. The replacement items will be purchased from either the central governance budget or the Trustee discretionary budget.

If a Trustee is re-elected in the following term, he/she may continue to use the previous term's equipment, or return the previous term's equipment and purchase up to the four technology items for the new 4-year term through the central governance budget.

Cost of repairs on used technology items outside of the term of warranty can be expensed through the central governance budget only if it is the result of manufacturing or product defects. The Board's Information Technology (I.T.) department must be consulted to determine if the equipment should be repaired or replaced.

6.2.2. Parameters for use of the Trustee discretionary budget:

All products purchased with Board funds are the property of the Board and will be returned upon the end of an election term.

All upgrades to existing equipment or new and supplementary technology purchases over and above the limit of four technology items per term per Trustee must be expensed through the Trustee discretionary budget.

Replacement and repair expenses resulting from lost, stolen or damaged furniture and equipment must be expensed through the Trustee discretionary budget.

All peripherals such as iPad cases, wireless mouse, memory enhancements and Bluetooth, must be expensed through the Trustee discretionary budget, as approved by the Chair and the Director (or designate).

6.2.3. Furniture and Equipment Tracking:

The tracking of all equipment and furniture purchased for each Trustee will involve the following staff and departments:

- Assistant Comptroller, Administrative Services: collects and organizes purchasing information (e.g., vendor, invoice date, delivery date, product information and description) for the equipment and furniture purchased. Ensures compliance with the TDSB's Purchasing Policy (P017) and procedures; shares purchasing details, for tracking purposes, with Shared Services Administrative Liaison staff and Finance Administration staff. Upon completion of an elected term, the Assistant Comptroller will arrange for collection of equipment and furniture that were ordered and are Board property.
- Shared Services Administrative Liaison staff will track all equipment and furniture that are purchased for Trustees. Upon completion of an elected term the Shared Services Administrative Liaison staff will share their tracking records for purchased equipment and furniture to support the Assistant Comptroller in collecting the equipment and furniture.

The following should be documented on a Trustee Furniture & Equipment log: date of purchase, description of item, serial numbers (if any), purchase order number, start/end date of warranty, cost center, location of the item and approximate dollar value. Any used equipment or furniture inherited from previous terms that are currently in Trustees' possession should also be tracked on the log.

Section C: Professional Development, Conferences & Workshops

6.3 General Requirements

Plans for travel, meals, accommodation and hospitality must support the role of the Trustee and the official business of the Board in accordance with the Board Member Code of Conduct (P075) and the Employee and Trustee Expenses Policy (P016).

Allowable expenses include meals, registration, accommodation and other reasonable expenses dependent upon location of the conference but only when these expenses are not part of the conference fee.

6.3.1 Application

The Trustee's application for conference participation is required at least one month in advance, using the Out of Province/In Province Conferences and Workshops Form.

The conference program detail must accompany the form, [AC-215 Out of Province/Out of Country](#) or [In Province Conferences and Workshops form](#).

Note: Participation in workshops offered by TDSB **does not** require the completion and submission of this form.

6.3.2 Pre-Authorization

Proposals for attendance at Out of Province conferences, seminars or workshops must be pre-approved by the Board of Trustees. Once approved by the Board of Trustees, the Chair would authorize the application form.

6.3.3 Application to Attend as a Presenter

If a Trustee proposes to attend a conference, seminar or workshop as a presenter representing the TDSB, an application for participation must be approved in advance. This request would be completed using the form

[Trustee Application to Attend Conference as a Presenter \(Form 582F\).](#)

The application should include a written confirmation that the Trustee is participating as a Board presenter. The proposal must be discussed with and have the support of the Director and the Chair. The proposal for the conference, seminar or workshop presentation must be approved by the Board of Trustees. Once approved by the Board of Trustees, the Chair would authorize the application form. The expenses for a Trustee attending a conference as a presenter will be reimbursed from the central governance budget.

6.3.4 Advances and Payment Process

There will be **no advances** issued to trustees attending professional development sessions or events.

Trustees must pay for the registration costs up front, and then claim reimbursement from the Board after the professional development session or event.

If trustees are unable to attend, they must make the effort to request a refund and inform the Trustee Services department in a timely manner.

Reimbursements are issued upon confirmation that the trustee has completed the conference, course or workshop. The Chair and Director or designates' sign-off on Part B of the conference form validates their attendance and approval for reimbursement. Exceptions may be made if the trustee is unable to attend due to extraordinary circumstances.

Pre-payment of registration fees by the Board could be made under special circumstances, as approved by the Director or designate. Special circumstances may include, but are not limited to, issues such as financial hardship, or when the threshold of out-of-pocket costs exceeds \$2,500. Trustees should provide advance notice of two weeks or more before the payment deadline, to allow processing time for Board staff.

If the Trustee is unable to attend and is unable to obtain a refund, they must provide a valid reason for their absence; otherwise they must reimburse to the Board the amount prepaid to the vendor.

6.3.5. Conference Meal Allowances

[Multi-day or Overnight Conferences](#)

Meal allowances will be provided up to the maximum amounts below, as outlined, if the meals not included in the conference registration.

Reimbursement for meals while travelling to and from the conference destination are permitted only for costs incurred no earlier than 12 hours prior to the start time of the conference and no later than 12 hours after the end of the conference.

An agenda must be provided as supporting documentation, outlining start and end times of the conference for approval purposes.

Maximum meal expenditure will be provided up to \$70 per day and represents the sum of the following:

- \$20 maximum daily breakfast allowance
- \$20 maximum daily lunch allowance
- \$30 maximum daily dinner allowance

The breakfast on the first multi-day or overnight conference is still considered a personal expense and will not be eligible for the allowance. Breakfast is expected to precede the start of the work day and therefore is considered a personal expense.

When a fixed meal allowance is claimed in accordance to the eligibility criteria outlined, Trustees are not required to submit their meal receipts with their claim. The meal allowance amounts are inclusive of taxes and gratuity.

Single-day or Partial-day (Less than 6 hours) Conferences

The \$20 breakfast allowance is not applicable for single day or partial day conferences, as breakfast is considered a personal expense.

The \$20 lunch allowance may be claimed for single day or partial day conferences, when lunch is not provided at the conference.

The \$30 dinner allowance may be claimed for single day or partial day conferences, if the agenda goes beyond 6 p.m. and dinner is not provided at the conference.

These allowance amounts will be reviewed at least every two years and updated as required. There are no meal allowances or meal reimbursements for virtual conferences.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate.

For travel in the U.S. or other international destinations, meal reimbursements will be determined by the *Public Service of Canada National Joint Council's Travel Directive (Appendix D - Allowances)* and will be in effect during the period of travel. International travel expenses will be reimbursed in Canadian dollars.

6.3.6 Transportation

Air Travel – Canada and US

Trustees must make air travel reservations through the Chair's office. The reservation will be made through the Board's approved travel agent for air travel which will be Board paid/reimbursed.

The Board will pay basic economy/coach fares. No fare upgrades will be reimbursed by the Board.

Ground Travel

Personal vehicle mileage will be reimbursed at the approved rate per kilometre to a maximum of the economy airfare. The Board assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used on business. Those driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Trustees using their personal vehicle for Board business will be reimbursed at \$0.52 per km or at a rate in accordance with the approved kilometre allowance (see Request for Automobile Mileage Reimbursement, Form 582E). This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.

Toll charges in the GTA (e.g. Highway 407 ETR) will not be covered. Toll charges outside of the GTA will be covered and will require submission of receipts.

Rental vehicles are generally not preferred unless it is demonstrably the most economical means of transportation.

Reimbursement of rent of vehicles will occur up to the equivalent rate of car kilometre allowance. The cost of the rental should also include applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented and approved prior to rental if possible, and

- guided by the principle that the rental vehicle is the most economical and practical size taking into account the purpose, number of occupants and safety.

Rental of luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility of rented vehicles. Those driving a rented vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Aside from the use of personal or rental vehicles and air travel, other forms of travel may be permitted if they are considered more economical or reasonable. Examples include:

- Taxi or Ride Hailing Company – to and from airport.
- Train – reimbursed to maximum of economy fare.

Where a number of Trustees are attending the same function, shared travel should always be considered and required where possible.

Other Modes of Travel

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted for short occasional trips. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Public Transit – may be reimbursed for the cost of the trip. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement. The Board may also reimburse for monthly Presto passes, upon presentation of receipt.

Other Considerations for Ground Travel:

Where Trustees are attending the same function, shared travel should be considered where possible. Note that when multiple attendees are carpooling to the same destination, only the driver will claim reimbursement of vehicle costs.

All travel and other incidental expenses, including parking, taxi or ride hailing fare related to Board business will be reimbursed upon presentation of detailed receipts.

6.3.7 Accommodation

Events within the Greater Toronto Area (GTA)

Accommodation expenses within the Greater Toronto Area (GTA) are generally not allowable expenses. However, an exception may be made for Trustees to claim accommodation costs for events (such as conferences, conventions, seminars, workshops, etc.) within the GTA if the following two conditions are met:

1. Total length of travel (distance to the conference venue from Trustees residence and back) exceeds 150 kilometers;

AND

2. Time: based on the official agenda, Trustee's participation is required at unusually early or late hours: i.e., agenda start and end times are earlier than 8 a.m. and/or later than 10 p.m.¹

Any exception to the above must be preauthorized by the Director based on consideration of the conference itinerary and distance travelled.

Events outside the Greater Toronto Area (GTA)

For events outside the GTA, standard hotel accommodation as recommended by the event organizers, subject to availability, is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.

Reimbursement for accommodation expenses are permitted only for costs incurred no earlier than 24 hours prior to the start time of the event and no later than 24 hours after the end of the event, to provide flexibility around flight and other travel time. Effort should be made to schedule earliest travel time from start/end of the conference/event.

Trustees are personally responsible for any additional overnight stays beyond this period.

6.3.8 Other Expenses

All other incidental expenses relating to Board business, supported by itemized receipts will be fully reimbursed if reasonable and justifiable.

Section D: Food, Hospitality and Gifts

¹ If the event end time is not stated on the agenda, it will be estimated as two hours from beginning of the last agenda item.

6.4 Hospitality - General Requirements

- (a) Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Board's expense to persons who are not engaged in work for:
- Toronto District School Board;
 - Designated Broader Public Sector (BPS) organizations as defined in the Broader Public Sector Expenses Directive; and
 - Any of the Ontario government ministries, agencies and public entities covered by the Travel, Meals and Hospitality Expenses Directive.
- (b) Hospitality may be extended to facilitate Board business and is considered desirable as a matter of professional courtesy.
- (c) For reimbursement purposes, Trustees must ensure that hospitality expenses are recorded, and records contain information for each function:
- The circumstances;
 - The form of hospitality;
 - The cost supported by itemized receipts;
 - Name and location of establishment;
 - Number of attendees;
 - Names of guests; and
 - Approval(s) by the Chair and Director (or designate)
- (d) Payment for alcoholic beverages using Board funds is prohibited at any hospitality event.
- (e) A Trustee must not provide or accept hospitality to/from entities engaged in vendor activities with the TDSB or have a pending vendor relationship with the Board.
- (f) Acceptance or offer of hospitality may constitute actual or perceived conflict of interest. Therefore, Trustees will consider the potential risks and exercise caution before accepting or offering gifts. A Trustee will adhere to the Board Member Code of Conduct (P075) and only accept the hospitality of a gift in the course of the professional relationship, if **all** of the following criteria are met:
- The gift is of nominal value and is infrequent and non-recurring, such as holiday candies or inexpensive give-aways;
 - A Trustee believes that the gift giver is not trying to obligate them, or improperly influence a decision;

- It is considered normal and acceptable business practice for the purposes of courtesy and good business relations; and
- Acceptance of the hospitality does not conflict with Board policies and procedures, and generally accepted ethical standards.

6.4.1 Tickets to Events

The cost for attendance at community events that directly support students in the TDSB are allowable expenses. Donation receipts for charitable events must not be claimed by the individual Trustee for income tax purposes.

6.4.2 Gifts of Appreciation or Bereavement

Gifts under \$50 may be provided as token gestures to individuals who are not employed in broader public sector organizations and must be supported by itemized receipts and explanation of purpose if expense is incurred. Gifts cannot be provided to Board employees. Appropriate gifts are:

- TDSB commemorative merchandise (i.e. mug or pen)
- thank you cards or gift of student art work

The Board may send a basket of flowers, fruit or gift of no more than \$200 on the death of a Trustee from the central governance budget with pre-approval from the Chair and the Director (or designate). Trustee discretionary budgets cannot be used for this purpose.

6.5 Contributions, Awards and Student Recognition

6.5.1 Contributions and Donations

Any monetary contributions to an individual TDSB school or multiple schools, as well as any donations to external organizations and charities from Trustee expense funds are disallowed, and therefore, will not be reimbursed.

6.5.2 Awards and Student Recognition

Certificates or letters of recognition may be provided as awards for specific individual student achievement. Educational gifts, such as books, TDSB merchandise or plaques, may also be provided up to \$50 per student from the Trustee discretionary budget for recognition of student achievement. Gift certificates are not acceptable student recognition awards. To ensure

consistency, Trustees must obtain approval of the Board, before organizing any major student recognition events or award ceremonies.

Trustees will not use the awards and student recognition events to self-promote and must ensure compliance with the Board Member Code of Conduct (P075).

6.6 Food at Trustee Meetings and Forums

Non-alcoholic beverages, at a reasonable cost, may be provided at group meetings and professional development training sessions, where appropriate, when there are participants who are not employees of the Broader Public Sector.

Trustees will adhere to the following maximum meal rates outlined in the OPS Travel, Meals & Hospitality Expenses Directive when purchasing meals for staff or guests attending Trustee meetings or ward forums:

\$10.00 per person for breakfast
 \$12.50 per person for lunch
 \$22.50 per person for dinner

The amounts above are inclusive of taxes and up to 15% in gratuities. If the meal is centrally catered, the average cost per individual must not exceed these maximums. It is recommended, whenever possible, to use TDSB catering services, if they are located on the meeting site.

For daily meal allowances relating to conferences, please refer to Section C - *Professional Development, Conferences & Workshops* of this Procedure.

Section E: Travel Expenses and Mileage

6.7 Travel Expense - Mileage

6.7.1 Application

The Trustee will prepare and submit the Request for Automobile Mileage Reimbursement (Form 582C) to the Chair and Director (or designate) for approval. Reimbursement is provided for necessary and reasonable expenditures on parking upon presentation of appropriate receipts. The per kilometer reimbursement rate is \$0.52.

6.7.2 Approval of Payment

The approved Trustee mileage Reimbursement form should be submitted separate from the Trustee Expense Claim. The claim is processed and paid by the Accounts Payable department. It is recommended that Trustee mileage claims are to be submitted at least quarterly. Mileage claims submitted past the September 30 deadline may not be reimbursed (see section 6.1.14).

The TDSB issues Trustees with a Declaration of Conditions of Employment form (T2200) which indicates the amount they have been paid.

Section F: International Travel – Outside of North America

6.8 International Travel

6.8.1 General Requirements

Trustees' travel will be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues (e.g., conferences, workshops, training opportunities). The guiding principle of this section is that plans for travel, meals, accommodation and hospitality, support Board objectives and are done in the most economical and/or practical fashion.

6.8.2 Travel

The type of travel selected should be the most practical and economical way to travel to align with the principles established in the BPS directive.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the Chair of the Board must be attained.

6.8.3 Accommodation

A standard room is the set option for accommodation consistent with the principle of value for money.

6.8.4 Meals

For travel in other international destinations, meal reimbursements will be determined by the Travel Directive, Appendix D, (<https://www.njc-cnm.gc.ca/directive/d10/en>) of the National Joint Council of the Public Service of Canada in effect during the period of travel.

Itemized receipts must be presented as part of the expense claim to be reimbursed in accordance with BPS and audit requirements. Pooling of meal allowances is not permitted.

TDSB will reimburse up to that amount where detailed, itemized receipts are presented. Meal expenses related to international travel will be reimbursed in Canadian dollars.

6.8.5 Incidental Expenses

Reasonable incidental expenses must be in relation to the official business of the Board. Incidental expenses will be reimbursed upon presentation of detailed, itemized receipts.

Examples of allowable incidental expenses:

- Cost of telephone calls to conduct business.
- Gratuities for meals, porter, hotel room service and taxis. The Board's reimbursement of gratuity is capped at 15% of pre-tax expense amount.
- Cost of internet connections and computer access charges.
- Facsimile and photocopying fees.
- Excess baggage fees for conference materials.

6.8.6 Alcohol

Alcohol cannot be claimed or expensed under any circumstances and must not be included in claims for reimbursement.

Section G: Roles & Responsibilities

6.9 Roles and Responsibilities

6.9.1 Trustees will:

- Authorize all expenses from their Trustee Office Expense (Form 582A – Trustee Expense Claim) budget
- Stay within budget guidelines (Form 582B – Trustee Expense Claim: Budget Guidelines) and expense categories as outlined in the policy and procedure;
- Maintain all equipment and furniture supplied by the Board;
- Return all Board owned equipment and furniture at the end of term (Form 656A - Employee/Trustee Equipment Checklist).

- Ensure all amounts claimed are appropriate properly supported and comply with all policies and procedures for reimbursement.

6.9.2 Board staff – Public Engagement will support Trustees by:

- Providing support to Trustees for the proper submission and organization of expenses.
- Advise Trustees if items submitted for reimbursement are not in compliance with TDSB policies and procedures.
- Provide monthly notifications and updates to Trustees on budget status and cell phone or other technology expenses
- Provide training and orientation for staff and Trustees at the beginning of each term or as required/requested.

6.9.3 Board staff – Business Services Department will support Trustees and:

- Provide accounting, financial and purchasing support to the Trustees and Trustee Liaison Office.
- Provide guidance to Trustees and/or Administrative Liaison staff on Trustee expense policies and procedures and advise them if items submitted are not eligible for reimbursement.
- Ensure that amounts reimbursed are properly supported and compliant with relevant policies.
- Monitor changes in legislation, Board policies and procedures and ensure that this Procedure is updated as required.
- Provide notifications to Trustees on budget status, year-end procedures and assigned cut-off dates.

6.9.4 Assistant Comptroller, Administrative Services will:

- Manage procurement of office equipment, furniture and other Board assets for the Trustees.
- Coordinate return of assets provided to Trustees at the end of the elected term.

6.9.5 Board staff ,Information Technology Department will:

- Provide information technology support to Trustees regarding use of electronic equipment.

6.9.6 The Director or Associate Director, Business Operations and Service Excellence (as Director's designate) will:

- Review and approve eligible Trustee expenses for reimbursement.
- Decline payment or reimbursement to ineligible expenses or expenses that do not relate to the role of a Trustee or business of the Board. Decline payment or reimbursement of submitted expenses that are not compliant with TDSB policies and procedures.

Section H: Other Provisions

6.10 Examples of allowable Trustee expenses

- Required travel
- Telephone and voice mail in the Trustee's office
- 50% of the cost of monthly internet service at home
- Professional Development/Conferences/Workshops related to the role of Trustee
- Board approved committee expenses
- Personalized TDSB stationery (letterhead, business cards)
- Miscellaneous travel expenses and associated parking (ward meetings, constituent meetings, school visits), including taxi service
- Newsletters, flyers, postage, courier charges
- School council support (e.g., food, drinks, child care, translation services, and other necessary items or services)
- Purchases from the Board's distribution center
- All out-of-pocket reimbursement requests must be properly detailed, supported and approved
- Mailroom expenses
- Purchase orders over \$250 through Board approved vendors
- Purchase orders under \$250 through any vendor
- Permit fees
- Payments to guest speakers or other fee-for-service with detailed invoice outlining work performed that may occur at Trustee-hosted events
- Advice or legal services provided by an external legal firm related to a matter involving an action against the Trustee. A Trustee may contract advice or service from an external legal firm (on the list of approved firms) if approved by the Board. The payment of such legal advice will align with the stipulations in the TDSB's Complaint Protocol for the Board Member Code of Conduct (PR708).

6.11 Examples of ineligible expenses

- Alcohol
- Books, magazines, periodicals with no relation to role of Trustee or Board business
- Movie/entertainment channel programming
- Monthly TV cable fees and/or installation and program fees for home office
- Event costs for an event organized entirely by a third party with no participation by Trustee
- Costs of any equipment or services purchased outside the Board Purchasing Policy (P017) and procedures and approved contracts
- Purchases of office supplies for amounts over \$250 that are available from the Board's distribution center
- Personal use of Board purchased equipment such as smart phones (for example, long distance or roaming or data charges).
- Entertainment events such as theatre shows, musical performances, concerts, golf and green fees
- Raffle tickets, auctions events, table prize tickets at events, including galas
- Retail memberships
- Monetary, including gift card, awards
- Donations where formal recognition or tax receipt is provided to the Trustee
- Political contributions or expenses related to political events
- Any activity not related to role of Trustee
- Expenses incurred by a third party
- Payment to Board staff for any purpose; this includes gift cards or gifts.

6.12 Shared Services

Each Trustee can spend up to \$5,000 in annual allocation from the central governance budget for shared services expenditures (see section 6.1.14).

Allowable expenditures to be paid from the \$5,000 annual allocation are:

- Childcare attendant costs
- Translation services
- Interpreter Services
- Permits
- Shared Services Liaison Support

The Board will not be responsible for the costs of the above expenditures if they exceed the above annual maximum threshold. Trustees must use Board approved service providers for the above listed services.

All payroll timesheets relating to Shared Services Liaison Support must be approved by the Chair and processed prior to the payroll year-end cut-off date in September, in order to be recorded in the correct fiscal year. Timesheets received and processed after the cut-off date will be charged to the subsequent year, and as a reduction from that year's budget allotment.

6.13 Election Campaigns

Trustees are required to adhere to Operational Procedure Use of Board Resources during Election Campaigns (PR533).

6.14 Disclosure and Posting of Trustee Expenses

Monthly expense summaries outlining each Trustee's total monthly spending amount will be posted on a quarterly basis to the Board website. This disclosure includes those of the Chair and Vice-Chair.

7 EVALUATION

This Procedure is to be reviewed and updated as required but at a minimum every four (4) years.

8 APPENDICES

Appendix A: Permits Issued to TDSB Trustees
Appendix B: Map of Greater Toronto Area

9 REFERENCE DOCUMENTS

Policies:

- Acceptable Use of Information Technology Resources Policy (P088)
- Board Member Code of Conduct (P075)
- Budget Approval Policy (P012)
- Employee and Trustee Expenses Policy (P016)
- Purchasing Policy (P017)
- Trustee Constituency Communications Policy (P018)
- Trustee Pregnancy and Parental Leave Policy (P093)

Procedures:

- Employee/Trustee Equipment Checklist Procedure (PR656)
- Complaint Protocol for the Board Member Code of Conduct (PR708)

- Student Trustees Procedure (PR588)
- Use of Board Resources During Election Campaigns Procedure (PR533)

Forms:

- Form 582 A: Trustee Expense Claim Form
- Form 582 B: Trustee Expense Claim Form - Budget Guidelines (front and back)
- Form 582 C: Mileage Claim, Trustee Travel Log
- Form 582 D: Trustee Approval from Chair of the Board Prior to Purchase
- Form 582 E: Request for Automobile Mileage Reimbursement
- Form 582 F: Trustee Application to Attend Conference as Presenter
- AC-215A In-Province or Out-of Province Conference & Workshop Form

Other:

- *Broader Public Sector Accountability Act*
- Broader Public Sector Expenses Directive
- *Education Act*
- Travel Directive (Appendix D – Allowances) - Rates for International Travel. National Joint Council of the Public Service of Canada:
http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng
- Travel, Meal and Hospitality Expenses Directive - National Joint Council of the Public Service of Canada: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

APPENDIX A: Permits Issued to Trustees

A permit fee consists of 3 components as follows:

1. Application Processing Fee
2. Facility Rental Fee
3. Extra Services Fee (If applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

Type of Activity	Application Processing Fee	Facility Rental Fee	Extra Services Fee
Ward meetings	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
One community event per school year	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
Additional community events	Waived	Community Youth and Seniors Category (Presently) – Subsidized Level 1 Category	Any costs arising from extra caretaking needs, media support, etc.

The following guidelines are applicable for a permit issued to a TDSB Trustee in their official capacity:

- The Trustee must be present and is in charge during the permitted activity.
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and the Trustee Services will receive a copy of the permit.
- Permits will not be issued a Trustee to use TDSB facilities during an election campaign, pursuant to Governance Procedure PR533.

APPENDIX B: MAP OF GREATER TORONTO AREA

Greater Toronto Area



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Policy Review Schedule for 2020/2021 – 2023/24 School Years

To: Governance and Policy Committee

Date: 28 October, 2020

Report No.: 10-20-3966

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Policy Review Schedule for the 2020/21 – 2023/24 School Years, as presented in Appendix B to this report, be approved.

Context

The Board currently has seventy-five (75) active policies and five (5) policies under development. There are 164 operational and governance procedures that support implementation of the policies.

In accordance with the Policy Framework (P001) and the Policy Development and Management Procedure (PR501), Board policies are required be reviewed at a minimum every four years. Certain policies are legislatively mandated to be reviewed on an annual basis.

Policy reviews are carried out in accordance with the Policy Review Schedule that is approved by the Board of Trustees and updated annually upon recommendation by Executive Council and the Governance and Policy Committee.

The policy reviews in the 2019/20 school year (September 1, 2019 – August 31, 2020) were conducted in accordance with the Policy Review Schedule approved by the Board of Trustees on October 30, 2019. During that school year, reviews of eight (8) policies were completed and one new policy (Student Use of Service Animals Policy) was developed. In addition, fifteen (15) operational and governance procedures were reviewed and developed.

As a result of policy reviews, several policies were consolidated and, in some instances, rescinded. The list of completed policies and procedures during the 2019/20 school year is presented in Appendix A.

The process and progress of policy reviews and development during the 2019/20 school year was significantly impacted by the COVID-19 pandemic. At the request of the Board's school communities and community advisory committees, public policy consultations have been put on hold since April 2020.

In preparation for the next 4-year cycle, staff prepared the revised 2020/21 – 2023/24 Policy Review Schedule, based on priorities identified in the Multi-Year Strategic Plan and taking into consideration the most recent challenges related to the COVID-19 pandemic, legislative requirements, directives of the Ministry of Education, and the Board's decisions. The draft Policy Review Schedule was reviewed and approved by Executive Council on October 20, 2020.

The revised Policy Review Schedule for the 2020/21 – 2023/24 school years (Appendix B) is presented for Committee's consideration and approval.

Action Plan and Associated Timeline

Subject to Committee's approval, the Policy Review Schedule for the 2020/21 – 2023/24 school years will be submitted to the Board of Trustees for final approval.

Resource Implications

No additional resources will be required for implementation of the Policy Review Schedule.

Communications Considerations

Following approval by the Board of Trustees, the 2020/21 – 2023/24 Policy Review Schedule will be communicated to the system, posted on the Board's public website, and communicated to the Board's community advisory committees, the Student Senate, and unions/professional associations.

Board Policy and Procedure Reference(s)

- Policy Framework (P001)
- Policy Development and Management (PR501)

Appendices

- Appendix A – List of Policies and Procedures Completed in 2019/20 School Year
- Appendix B – Policy Review Schedule (2020/21 – 2023/24)

From

Manon Gardner, Associate Director, School Operations and Service Excellence at 416-394-2041
or manon.gardner@tdsb.on.ca

LIST OF POLICIES AND PROCEDURES

completed in 2019/20 school year

	Title	Number	Type of Document
1	Concussions	P087	Policy
2	Directional Statements: Middle Level Education (Junior High School), Special Education Low Incidence Sites, Specialized Programs, and Optional French Programs (<i>rescinded</i>) ¹	P046	Policy
3	Honoraria for Trustees	P074	Policy
4	Literacy Foundation (<i>merged with P038</i>)	P003	Policy
5	Mathematics Foundation (<i>merged with P038</i>)	P004	Policy
6	Occupational Health and Safety	P048	Policy
7	Transforming Student Learning in Literacy and Mathematics (formerly Achieving Excellence in Reading, Writing and Mathematics)	P038	Policy
8	Workplace Violence Prevention	P072	Policy
9	Student Use of Service Animals (<i>new policy</i>)	P096	Policy
10	Admission Eligibility Requirements	PR518	Procedure
11	Admission to Specialized Schools and Programs	PR612	Procedure
12	Board Code of Conduct	PR585	Procedure
13	Employee Expense	PR582a	Procedure
14	Exemption from Instruction in Human Development and Sexual Health Expectations in the Health and Physical Education Curriculum, Grades 1 to 8	PR727	Procedure
15	French Immersion/Extended French	PR597	Procedure
16	Kindergarten Registration	PR696	Procedure
17	Optional Attendance	PR545	Procedure
18	Pupil Accommodation Review	PR598	Procedure

¹ The Policy is rescinded upon completion of the Specialized Schools and Programs Policy development.

APPENDIX A

	Title	Number	Type of Document
19	Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools	PR728	Procedure
20	Student Dress	PR596	Procedure
21	Student Use of Service Animals in Schools	PR729	Procedure
22	Supervisory Officer Selection and Transfer of Superintendents	PR516	Procedure
23	Trustee Expense	PR582b	Procedure
24	Workplace Harassment Prevention and Human Rights	PR515	Procedure

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POLICY REVIEW SCHEDULE
(2020/21 - 2023/24 school years)

APPENDIX B
October 28, 2020

	Title	No.	Division	Review and Development Schedule for 2020/21 - 2023/24	Current Status
1	Allegations of Sexual Harassment and Misconduct	NEW	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
2	Alternative Schools	P062	School Operations and Service Excellence	2020/21	In Progress, Phase 2
3	Budget Approval	P012	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
4	Communication	NEW	Government, Public and Community Relations	2020/21	In Progress, Phase 2
5	Employment Equity	P029	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2
6	Executive Signing Authority	P082	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
7	Fair Dealings (Copyright)	P079	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
8	Fundraising	P021	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
9	Human Rights	P031	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2
10	Naming Schools and Special Purpose Areas	P047	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
11	Parent and Community Involvement	P023	Equity, Well-Being and School Improvement	2020/21	In Progress, Phase 2
12	Purchasing	P017	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
13	Recognition of Culturally Significant Observances Policy	NEW	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2
14	Records and Information Management	NEW	School Operations and Service Excellence	2020/21	In Progress, Phase 2
15	Student Attendance and Safe Arrival	P085	School Operations and Service Excellence	2020/21	In Progress, Phase 2
16	Transportation of Students	P020	Business Operations and Service Excellence	2020/21	In Progress, Phase 2
17	Trustee Constituency Communications	P018	Government, Public and Community Relations	2020/21	In Progress, Phase 2
18	Workplace Harassment Prevention	P034	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2, Annual Review

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POLICY REVIEW SCHEDULE
(2020/21 - 2023/24 school years)

APPENDIX B
October 28, 2020

	Title	No.	Division	Review and Development Schedule for 2020/21 - 2023/24	Current Status
19	Advertising	P006	Business Operations and Service Excellence	2020/21	In Progress, Phase 4
20	Distribution and Display of Materials for Students and Parents From External Groups	P041	Business Operations and Service Excellence	2020/21	In Progress, Phase 4
21	Specialized Schools and Programs	NEW	School Operations and Service Excellence	2020/21	In Progress, Phase 4
22	Optional Attendance	P013	School Operations and Service Excellence	2020/21	In Progress, Phase 5
23	Accountability for Student Achievement	P040	Leadership, Learning and School Improvement	2020/21	
24	Architect Selection	P026	Business Operations and Service Excellence	2020/21	
25	Learning Opportunities Index (LOI)	P067	Leadership, Learning and School Improvement	2020/21	
26	Occupational Health and Safety	P048	Business Operations and Service Excellence	2020/21	Annual Review
27	Respectful Learning and Working Environment	P073	Human Rights and Indigenous Education	2020/21	
28	Workplace Violence Prevention	P072	Business Operations and Service Excellence	2020/21	Annual Review
29	Arts Foundation	P005	Leadership, Learning and School Improvement	2021/22	
30	Community Planning and Partnerships	P076	Business Operations and Service Excellence	2021/22	
31	Continuing Education	P019	School Operations and Service Excellence	2021/22	
32	Dealing With Abuse and Neglect of Students	P045	Equity, Well-Being and School Improvement	2021/22	
33	Educational Programming Partnerships	P024	School Operations and Service Excellence	2021/22	
34	Electronic Participation in Board Meetings	P039	School Operations and Service Excellence	2021/22	
35	Employee and Trustee Expenses	P016	Business Operations and Service Excellence	2021/22	
36	Employee Conflict of Interest	P057	Business Operations and Service Excellence	2021/22	

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POLICY REVIEW SCHEDULE
 (2020/21 - 2023/24 school years)

APPENDIX B
 October 28, 2020

	Title	No.	Division	Review and Development Schedule for 2020/21 - 2023/24	Current Status
37	<u>French as-a-Second Language Programs</u>	P080	School Operations and Service Excellence	2021/22	
38	<u>Gender-based Violence</u>	P071	Human Rights and Indigenous Education	2021/22	
39	<u>Hiring of Students</u>	P015	Business Operations and Service Excellence	2021/22	
40	<u>Homework</u>	P036	Leadership, Learning and School Improvement	2021/22	
41	Leasing of Surplus School Properties	P010	Business Operations and Service Excellence	2021/22	
42	<u>Nutrition Foundation</u>	P035	Business Operations and Service Excellence	2021/22	
43	Performance Management: Director of Education	P049	School Operations and Service Excellence	2021/22	
44	<u>Pre-Examination Moratorium On Major Assignments and Activities</u>	P063	Leadership, Learning and School Improvement	2021/22	
45	<u>Selection, Promotion and Placement of School Principals and Vice-principals</u>	P052	Business Operations and Service Excellence	2021/22	
46	<u>Student Leadership (and Student Engagement)</u>	P070	Equity, Well-Being and School Improvement	2021/22	
47	<u>Student Trustee and SuperCouncil Communications</u>	P053	Leadership, Learning and School Improvement	2021/22	
48	<u>The Environment</u>	P028	School Operations and Service Excellence	2021/22	
49	<u>Acceptable Use of Information Technology Resources</u>	P088	School Operations and Service Excellence	2022/23	
50	<u>Community Engagement</u>	P078	Equity, Well-Being and School Improvement	2022/23	
51	<u>External Auditor Independence</u>	P089	Business Operations and Service Excellence	2022/23	
52	<u>Governance Policy</u>	P086	School Operations and Service Excellence	2022/23	
53	<u>Open Data</u>	P091	Government, Public and Community Relations	2022/23	
54	<u>Policy Framework</u>	P001	School Operations and Service Excellence	2022/23	

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POLICY REVIEW SCHEDULE
 (2020/21 - 2023/24 school years)

APPENDIX B
 October 28, 2020

	Title	No.	Division	Review and Development Schedule for 2020/21 - 2023/24	Current Status
55	Reporting of Suspected Wrongdoing (Whistleblowing)	P066	Business Operations and Service Excellence	2022/23	
56	Students Without Legal Immigration Status	P061	School Operations and Service Excellence	2022/23	
57	Voluntary First Nation, Métis And Inuit Self-Identification	P077	Human Rights and Indigenous Education	2022/23	
58	Accessibility Policy	P069	Human Rights and Indigenous Education	2023/24	
59	Accommodation and Program Review	P068	Business Operations and Service Excellence	2023/24	
60	Anti-Fraud Measures	P081	Business Operations and Service Excellence	2023/24	
61	Board Member Code of Conduct	P075	School Operations and Service Excellence	2023/24	
62	Caring and Safe Schools	P051	Human Rights and Indigenous Education	2023/24	
63	Community Use of Board Facilities	P011	Business Operations and Service Excellence	2023/24	
64	Concussions	P087	Equity, Well-Being and School Improvement	2023/24	
65	Early Learning and Care	P022	Equity, Well-Being and School Improvement	2023/24	
66	Equity	P037	Equity, Well-Being and School Improvement	2023/24	
67	Excursions	P033	School Operations and Service Excellence	2023/24	
68	Freedom of Information and Protection and Privacy	P094	School Operations and Service Excellence	2023/24	
69	Home Instruction	P060	Leadership, Learning and School Improvement	2023/24	
70	Honoraria for Trustees	P074	Business Operations and Service Excellence	2023/24	
71	Mission, Values and Goals	P002	Director's Office	2023/24	
72	Professional Development for Trustees	P090	School Operations and Service Excellence	2023/24	

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POLICY REVIEW SCHEDULE
 (2020/21 - 2023/24 school years)

APPENDIX B
 October 28, 2020

	Title	No.	Division	Review and Development Schedule for 2020/21 - 2023/24	Current Status
73	Restrictions on Alcohol, Drug and Tobacco Use	P095	School Operations and Service Excellence	2023/24	
74	Staff Changes	P014	Business Operations and Service Excellence	2023/24	
75	Student Dress	P042	School Operations and Service Excellence	2023/24	
76	Student Health Support	P092	Equity, Well-Being and School Improvement	2023/24	
77	Student Use of Service Animals	P096	Human Rights and Indigenous Education	2023/24	
78	Supervisory Officer Selection	P055	Business Operations and Service Excellence	2023/24	
79	Transforming Student Learning in Literacy and Mathematics	P038	Leadership, Learning and School Improvement	2023/24	
80	Trustee Pregnancy and Parental Leave	P093	School Operations and Service Excellence	2023/24	
TOTAL:		80			



Remote Working – New Operational Procedure

To: Governance and Policy Committee

Date: 28 October, 2020

Report No.: 10-20-3967

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Remote Working Procedure, as presented in this report, be received for information.

Context

As a result of the Ontario government's initial closure of all publicly funded schools across the province following March Break due to concerns about COVID-19, the TDSB implemented a protocol for staff working from home or a remote location.

With the evolving and enduring presence of COVID-19 and based on the principles of the initial protocol, staff developed the Remote Working Procedure that was approved by Executive Council on October 20, 2020.

As part of the procedure development, staff conducted a jurisdictional scan of comparative school boards and public organizations and incorporated relevant provisions and best practices considerations in the Remote Working Procedure.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's receipt, the draft Remote Working Procedure will be provided to the Board of Trustees on November 11, 2020 for information.

Resource Implications

The Procedure will be implemented within existing budget framework.

Communications Considerations

Resources will be developed for staff and school communities outlining the above changes and expectations. Union and Federation partners will be engaged. The newly developed Remote Working Procedure will be posted on the Board's internal website and communicated through the System Leaders' Bulletin.

Board Policy and Procedure Reference(s)

- Acceptable Use of Information Technology Resources Policy (P088)
- Freedom of Information and Protection of Privacy Policy (P094)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
- Board Code of Conduct (PR575)
- Recorded Information Management (PR677)

Appendices

- Appendix A: Remote Working Procedure

From

Manon Gardner, Associate Director, School Operations and Service Excellence at 416-394-2041 or manon.gardner@tdsb.on.ca

Toronto District School Board

Operational Procedure PR[number]

Title: **REMOTE WORKING**

Adopted: [date of approval of the procedure]
Effected: [date when the procedure came into effect]
Revised: N/A
Reviewed: N/A
Authorization: Executive Council

1. RATIONALE

This Remote Working Procedure (the “Procedure”) supports the TDSB’s commitment to remote working, where practicable, in a manner that maintains performance standards, accountability, and service to the TDSB community.

2. OBJECTIVE

To outline the application process and the terms and conditions for remote working at the TDSB, including eligibility for administrative and supervisory staff and expectations surrounding performance accountability, health and well-being, level of service and responsiveness to clients.

3. DEFINITIONS

Administrative Sites refer to TDSB owned/leased administrative sites/education centres.

Remote Working refers to an alternate work arrangement in which work that is normally conducted by the employee at an administrative site is performed at an alternate location including the employee’s home.

Workplace, under the Occupational Health and Safety Act, refers to any land, premises, location or thing at, upon, in or near which an employee works, but does not include a private residence and its related lands.

4. RESPONSIBILITY

Associate Director, Business Operations and Service Excellence and the Associate Director, School Operations and Service Excellence

5. APPLICATION AND SCOPE

This Procedure applies to eligible administrative and supervisory staff at TDSB administrative sites who have been authorized for remote working.

This Procedure does not apply to school principals, vice-principals or teachers and school-based support staff.

6. PROCEDURES

6.1. General Principles

A successful remote working program is built on mutual trust between TDSB employees and supervisors.

Employees may request or be required to perform their duties remotely, if practicable, on a temporary or permanent basis. Remote working arrangements may be modified or revoked by the supervisor at any time.

Due to the nature of some employees' work (i.e., client-facing, front line roles), it may not be possible for some employees to perform their job duties remotely, in which case remote working will not be approved.

Remote working eligibility will be based on employee job description, performance expectations and the ability to carry out job responsibilities remotely as determined by the employee's Executive (Executive Council member), in consultation with the Executive Superintendent, Employee Services.

In order for an employee to be eligible for remote working, the resources that an employee needs to do their job must be easily transferable or available electronically. The employee must also have access to secure and reliable internet as a condition for remote working approval.

Employees should designate a secure, clean, safe and quiet space in their residence as their work space for remote working.

Employees authorized for remote working will be expected to maintain the same level of service and responsiveness to clients, both internal and external, while working remotely.

Remote working arrangements may be revoked by the supervisor at any time with at least 5 working days' notice to the employee where possible. There should not be any expectation that a position previously approved for remote working will continue in the same manner.

All TDSB policies and procedures continue to apply as appropriate for remote working, including but not limited to the Acceptable Use of Information

Technology Resources Policy (P088), Freedom of Information and Protection of Privacy Policy (P094), and the Board Code of Conduct (PR585).

6.2. Performance Accountability

Employees assigned to remote working must continue to meet performance expectations as set out by their supervisor and will remain accountable to their direct supervisor and/or management through regular check-ins and updates.

Remote working employees are expected to be reachable when working remotely via email, virtual meeting or TDSB mobile phone (if applicable).

Remote working employees will be responsible for maintaining communication with all TDSB clients including staff, parents/guardians, and the general public.

To facilitate a successful remote working arrangement, employee duties, responsibilities and job expectations will be clearly outlined between the employee and supervisor.

Supervisors will schedule regular check-ins with their remote working employees to receive status updates and feedback on critical tasks, projects and performance expectations.

Remote working employees will be expected to complete their required working hours between standard TDSB work hours or as agreed upon with their supervisor and should provide periodic reports to their supervisor which summarizes work activities for the given period.

Remote working employees' performance will be subject to the same performance evaluation process as employees working at TDSB administrative sites.

Supervisors are entitled to discontinue remote working arrangements if the remote working employee(s) are not meeting performance expectations and will address performance related matters without delay, in accordance with the TDSB's progressive discipline process.

6.3. Employee Health and Well-being

The TDSB recognizes the importance of work-life balance, socialization and unique challenges associated with remote working. Supervisors should encourage remote working employees to take regular breaks and enjoy personal activities when not scheduled for work. Remote working employees are advised to maintain regular contact by phone or virtual meetings with colleagues, connect in person with friends and family and try new working environments if desirable to reduce feelings of loneliness and isolation.

The TDSB encourages remote working employees who may be experiencing difficulty with the new work environment to contact their supervisor or access well-being resources provided to employees including the Employee Assistance Program.

6.4. Attendance Reporting

A remote working employee is required to report to work and/or report time worked in accordance with their employment agreement.

Remote working employees who are sick or unable to report to work are expected to notify their supervisor as early as possible in the same manner as when working from an administrative site. Under these circumstances, the remote working employee may take sick leave, short term disability leave or the relevant paid or unpaid leave of absence where available and eligible.

6.5. Work Related Injuries and Reporting

The TDSB will not be held responsible for any non-work related injuries that occur at a remote working location.

An employee who sustains a workplace accident or injury while working remotely must comply with the normal reporting requirements for any work-related accident as outlined in the reporting procedures. Employees should immediately seek treatment for the injury, and then report the injury to their supervisor without delay. The TDSB will not be responsible and assumes no liability for any injuries to family members, visitors and others in the employee's remote working location.

6.6. Remote Workplace, Technology and Compliance

Remote working employees may be provided with resources to perform their duties remotely as determined by the employee's supervisor such as a laptop, mobile phone and virtual private network (VPN) access.

The TDSB's Information Technology and Information Management Department will routinely update and provide training documents for various remote working platforms and software.

Remote working employees are expected to have reliable, secure and continuous access to the Internet during regular working hours. In the event of any lengthy technological disruptions (e.g., internet not working, no household power), the employee will notify their supervisor and may arrange to complete alternate work which do not require these resources.

Employees are responsible for arranging for the installation, maintenance and payment for internet service at their residence and will not be reimbursed by the TDSB for these expenses.

Remote working employees will be expected to check voicemail on desk phones at least twice each business day (morning and afternoon).

A telephone contact list will be shared by the department head/supervisor with all staff who are working remotely.

All remote working employees will ensure that VPN access is available and working (this should be tested before remote working begins).

VPN access can be granted by completing the following steps.

1. Go to [ServiceIT](#)
2. Under the 'How can we help?' Box, enter into the search field: 'VPN'
3. The VPN Access Request Form will be displayed and can be completed by the remote working employee

All VPN access must be through use of a TDSB-owned device. If a TDSB owned device is not available, access will be limited to services available on aw.tdsb.on.ca or through mytdsb.on.ca.

Remote working employees must only use TDSB supplied VPN access mechanisms to access TDSB services. Using any other VPN services to access any TDSB services is prohibited.

Remote working employees should identify a workspace within the home or remote location and report same to their supervisor.

Employees should not hold work meetings at their home; such meetings should be conducted through video conferencing, telephone or in person at the TDSB work site.

Remote working employees will complete a Workspace Safety Compliance Checklist (see Appendix A) to ensure workplace compliance and safety and provide it to their supervisor before commencing remote working.

Remote working employees will ensure that their workspace is kept free of hazards at all times and maintained with sufficient lighting and ventilation, smoke detectors, etc.

Remote working employees will comply with the TDSB's Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) and all rules and regulation regarding a smoke-free workplace while on duty and using their remote workspace.

Remote working employees will be required to complete safety training and review resources related to remote working on the Key to Learn platform or through the TDSB's annual compliance training.

6.7. Records Management and Protection of Privacy

Remote working employees will comply with the Records and Information Management Policy (under development) and the Recorded Information Management Procedure (PR677).

Remote working employees will minimize the amount of paper files and hard copies of TDSB materials removed from TDSB property. Confidential or sensitive files should generally not be printed in hard copy or removed from TDSB property. In the event that documents are to be removed for the performance of duties, sensitive documents must be treated as confidential and not exposed to unauthorized parties, including family members or individuals in the same remote working location.

Content created or modified will be done using only a TDSB or encrypted device.

Remote working employees will use secure WIFI connections when browsing internet or creating content.

Confidential or sensitive files should be downloaded onto an encrypted USB flash drive when carried back and forth from different working locations. Any removable media that is used must be fully encrypted.

Employees may consult with IT Services and the TDSB Privacy Office for further guidance in ensuring cybersecurity and privacy protection.

Remote working employees will be responsible for making sure unauthorized individuals do not use or damage TDSB issued equipment and devices while working from home/remote location. Each remote working employee will be responsible for safeguarding the confidentiality, integrity, and availability of Board information in their possession.

7. EVALUATION

This Procedure will be reviewed one year after the effective date and then at minimum every four years thereafter.

8. APPENDICES

Appendix A: Remote Workspace Safety Compliance Checklist

9. REFERENCE DOCUMENTS

Policies:

- Acceptable Use of Information Technology Resources Policy (P088)
- Freedom of Information and Protection of Privacy Policy (P094)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)

Operational Procedures:

- Board Code of Conduct (PR585)

Legislative Acts and Regulations:

- *Accessibility for Ontarians with Disabilities Act*
- *Employment Standards Act*
- *Human Rights Code*
- *Occupational Health and Safety Act*
- *Workplace Safety and Insurance Act*

APPENDIX A

Toronto District School Board**Remote Workspace Safety Compliance Checklist**

Department/Section	Inspected By (Employee Name)
Location	Date Inspected

The employee:

- Completes the checklist and submits the checklist to the supervisor

The supervisor:

- Signs and retains a copy of the checklist

Employee Services:

- Maintains a copy of the completed form for record purposes

Workplace conditions

Considerations	Response	Action Required/Comments
Floors <ul style="list-style-type: none"> • Free of trip, slip and fall hazards 	<yes/no>	
Stairs (if applicable) <ul style="list-style-type: none"> • Handrail installed and in good condition • Clear and unobstructed 	<yes/no>	
Exits <ul style="list-style-type: none"> • Clear and unobstructed • Outside landings, walkways clean 	<yes/no>	
Lighting <ul style="list-style-type: none"> • Walking/working areas adequately illuminated 	<yes/no>	
Ergonomics <ul style="list-style-type: none"> • Employee knows and uses ergonomic principles at their workstation 	<yes/no>	
Equipment/Furnishings <ul style="list-style-type: none"> • In safe operating condition 	<yes/no>	

APPENDIX A

Electrical

Considerations	Response	Action Required/Comments
Power cords in good condition	<yes/no>	
Power cords used safely	<yes/no>	
Adequate number of receptacles (No overloaded outlets)	<yes/no>	
Receptacle plates in good condition (not broken, no evidence of shorting)	<yes/no>	
Power bars and surge protectors plugged directly into wall receptacles (not into each other)	<yes/no>	

Personal safety

Considerations	Response	Action Required/Comments
Do you feel safe working remotely?	<yes/no>	
Are there any issues that TDSB should be made aware of with regards to your safety while working remotely?	<yes/no>	

Fire protection

Considerations	Response	Action Required/Comments
Working smoke alarm(s)	<yes/no>	
Working carbon monoxide detector	<yes/no>	

Emergency procedures

Considerations	Response	Action Required/Comments
Evacuation plan established	<yes/no>	
First aid supplies adequate	<yes/no>	
Emergency contact numbers posted near the telephone	<yes/no>	

Additional comments

<Additional comments from the employee>

APPENDIX A

Signature of Employee

Date

Supervisor's comments

<Additional comments from the supervisor>

Name

Signature

Date

Once completed, please send signed documents to your Supervisor.

The Supervisor will circulate the completed form to Employee Services.

Matter Postponed From Previous Meeting

From: Denise Joseph-Dowers, Manager, Board Services, Governance and Board Services

At the meeting held on September 30, 2020, the Governance and Policy Committee postponed consideration of the following matter to the next meeting. It is therefore presented for consideration at this time.

1.3.3 Two-Thirds Majority Requirement

Two-thirds (2/3) majority vote of all Board members is required to make changes to the Bylaws.

Board Bylaws: Amendments

Whereas, on November 28, 2018, the Board approved revised bylaws, which included, the following clauses:

5.15.2 A notice of motion will be introduced by a member who is present as an advance notification of a matter to be considered **at a subsequent Board** or Committee meeting. A notice of motion will not be debated at the meeting at which it is introduced.

5.12.8 The consent agenda will be prepared for regular Board meetings as part of agenda development. The consent agenda is the portion of the agenda with items presented together and adopted at once without further debate.

4.1.2 The Board may establish by resolution any committee it deems appropriate, including but not limited to standing, statutory, special or community advisory committees, subject to applicable legislation...

and;

Whereas, the Board established three standing committees, the Finance, Budget and Enrolment Committee, the Program and School Services Committee and the Governance and Policy Committee, all with mandates that speak to their title; and

Whereas, a Committee of the Whole, composed of all trustees with full participation and voting privileges was established with the following mandate:

- i. The development and annual review of the Board's Multi-Year Strategic Plan for the Board, in consultation with the Director or designate;
- ii. The Board's inter-governmental relations;
- iii. The development and management of plans for senior leadership succession;
- iv. Professional development for members of the Board;
- v. Facility and property matters, including property disposition, major capital projects, boundary changes;
- vi. Matters related to Trustees and Trustee Services; and
- vii. Other issues referred to it from time to time by the Board or the Chair of the Board;

and;

Whereas, in comparison with the titles of the standing committees, the title, Committee of the Whole, does not reflect the work of that committee;

Therefore, be it resolved:

- (a) That the Director present revisions to the Board's bylaws to reflect the following, for consideration by the Governance and Policy Committee in the spring 2020 cycle of meetings:
 - (i) That "at a subsequent Board" be deleted from clause 5.15.2;
 - (ii) That 'staff reports that are presented directly to the Board, without prior discussion at committee, be excluded from the consent process and be presented at the meeting for discussion" be added to clause 5.12.8;
 - (iii) That the name of the committee, Committee of the Whole be changed to Planning and Priorities Committee, with no change to the membership and mandate.

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

The Governance and Policy Committee's mandate will be to consider and make recommendations to the Board on governance and policy matters referred to it for consideration, including review of Board governance practices and the ongoing development and review of the Board's policies.



Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.