



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:

- 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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