



AD HOC POLICY COMMITTEE

04 April 2024

Report No. 24-045

REVISIONS TO POLICY P.005.GOV BOARD MEMBER AND STUDENT TRUSTEE EXPENSES AND SUPPORT SERVICES

**Key Contact: Michele Giroux, Executive Officer of Corporate Services,
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PURPOSE:

1. To seek input on the proposed revisions to Policy P.005.GOV - Board Member and Student Trustee Expenses and Support Services.

STRATEGIC LINKS

2. The proposed updates have been developed in alignment with the Board's commitment to Responsible Resource Use, intending to improve overall governance and decision making of the OCDSB and enhance our ability to achieve the objectives of the 2023-2027 Strategic Plan.

CONTEXT:

3. This policy has been revised several times since its inception in 1998 with the majority of changes made in 2010 owing to the release of the Ministry of Education Memorandum 2009:B8 and the associated Trustee Expenditure Guideline. More recent updates include provisions for limiting the carry forward amount and an adjustment to the timeline for expenditures incurred in an election year to reflect changes to the timing of municipal elections.

At the 07 December 2023 Board meeting, the following motion was passed:

Trustee Lynn Scott has given notice that she will move as follows at the Ad Hoc Policy Committee, in keeping with section 12.9 of the Board's By-Laws and Standing Rules:

THAT Staff bring forward Policy P.005.GOV Board Member and Student Trustee Expenses and Support Services for review by the Ad Hoc Policy Committee and consideration of the following possible amendments:

Appendix A is a draft of Policy P.005.GOV Board Member and Student Trustee Expenses and Support Services that incorporate the suggested language and formatting (identified in yellow).

KEY CONSIDERATIONS:

4. Carry Forward Analysis

The current annual budget allocation for trustees and student trustees has remained stagnant at \$8500 for a decade, despite a significant increase in the expenses generally charged against trustee budgets. However, in 2019, the Board amended section 2.13 of the policy to limit the carry-forward amount to \$2500, whereas previously, trustees could carry forward any unspent amount. On average, a majority of trustees opt to carry forward their unspent amounts, which generally supports their attendance at conferences or other professional learning opportunities. Considering the reasonable overall budget amount, it is recommended that a carry-forward option should remain available. It is important to note that the August 31 deadline for submission of requests for carry-forward funds should be strictly adhered to. Trustees who fail to submit their request by this date will be ineligible to carry forward any funds.

5. Key Changes

Section	Revision
Throughout the policy	<p>Implementing the new policy template approved by the Board.</p> <p>Updating to gender-neutral language and revising organization names and titles to align with current references.</p> <p>Where appropriate, updating references of “Trustee” to “member” to reflect that budget amounts connect to the role of the Trustee and not the Trustee as an individual.</p>
Section 2.18	Clarifying timelines and expenditure amounts for Trustees during a municipal election year.
Section 2.23	Clarifying ineligible expenses.
Section 2.24	New section to discourage self-promotion by defining it and making it an ineligible expense.
Definitions	Updating the definition of “Student Trustee” to a plural noun and adding the newly-approved Indigenous Student Trustee.

RESOURCE IMPLICATIONS:

6. There are no direct financial costs or human resource implications to the proposed changes to the policy. By setting criteria, specific controls and oversight mechanisms, the policy helps to protect district resources while promoting responsible stewardship and effective governance practice.

COMMUNICATION/CONSULTATION ISSUES:

7. As a Tier 2 Policy Review, the proposed draft will be posted to the District's new Engage OCDSB platform that is available through the District's website and awareness will be raised on this consultation through parent/guardian, student, and school council communications. Feedback from the public will be received between 29 March and 29 April 2024, and incorporated into a final draft of the policy that will be presented to the Ad Hoc Policy Committee on 2 May 2024 for approval.

GUIDING QUESTIONS:

- Does the policy reflect the values of equity, inclusion and accessibility; community building; responsible resource use and leadership development?
- Are there further amendments that would help better align the policy with strategic and financial goals?

APPENDICES

Appendix A: Draft revised Policy P.005.GOV Board Member and Student Trustee Expenses and Support Services

Appendix B: Standing Policy P.005.GOV Board Member and Student Trustee Expenses