



**AD HOC POLICY COMMITTEE**  
**Report No. 24-082**

**06 June 2024**

**APPROVAL OF POLICY P.005.GOV BOARD MEMBER AND STUDENT  
TRUSTEE EXPENSES AND SUPPORT SERVICES**

**Key Contact: Michele Giroux, Executive Officer of Corporate Services,  
Ext: 8310**

**PURPOSE:**

1. To seek approval of 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. Policy P.005.GOV Board Member and Student Trustee Expenses and Support Services (the 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 7 December 2023 Ad Hoc Policy Committee meeting, Trustee Scott, by way of a Notice of Motion, sought the committee's approval to review and make several amendments to the policy. The committee discussed the proposed changes at the 4 April 2024 meeting. The draft policy incorporating the suggested language and formatting (identified in yellow) is attached as Appendix A.



**KEY CONSIDERATIONS:**

4. Carry Forward Analysis

The current annual budget allocation for trustees and student trustees has remained stagnant at \$8500 for over 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 meagre overall budget amount, it is recommended that a carry-forward option remain available to trustees. It is important to note that the end of August deadline for submission of requests for carry-forward funds should be strictly adhered to. Trustees who fail to submit their request by the 31 August deadline 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 2.2	Replacing all references to “member of the Board” with “Board Member.”
Section 2.10	<p>Updating the role of CFO to Associate Director of Business Operations, to reflect current roles.</p> <p>Clarifying eligibility for expense claims, ensuring claims relate to the member’s performance of their role.</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	A 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:

- The proposed draft was posted to the EngageOCDSB platform and awareness was raised on this consultation through parent/guardian, student, and school council communications. In the open consultation period between 29 March and 29 April 2024, no entries from EngageOCDSB or other feedback were received, apart from that of the committee at the meeting on 4 April 2024.

## RECOMMENDATIONS:

THAT the revisions to Policy P.005.GOV Board Member and Student Trustee Expenses and Support Services, attached as Appendix A to Report 24-082, be approved.

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Michèle Giroux  
Executive Officer of Corporate Services

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Pino Buffone  
Director of Education and  
Secretary of the Board

## APPENDICES

Appendix A 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