OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

POLICY P.005.GOV

TITLE: BOARD MEMBER EXPENSES AND SUPPORT SERVICES

Date Issued: 30 January 1998
Last Revised: 10 March 2010
Authorization: Board: 16 December 1997

1.0 OBJECTIVE

1.1 To provide Board members with resources to enable them to fulfill their corporate and constituency responsibilities.

1.2 To enable Board members to claim reasonable expenses he/she incurred while carrying out his/her duties as a member of the Board for such items as professional development, communications, office supplies and services, hospitality and business travel.

2.0 POLICY

2.1 Board members shall be provided with reasonable levels of staff support through Board Services for handling correspondence; preparing notices of motions or recommendations to the Board and/or its committees; research into previous Board discussions, positions or resolutions**;** making arrangements for travel on Board business or for purposes of professional development; small-scale photocopying and postal services; and any other reasonable support to enable them to carry out their normal duties and responsibilities as Board members.

a) Staff research in support of proposed notices of motions or recommendations is limited to materials already on file, except as the Board may otherwise direct.

b) Surveys or communications to be distributed via students or staff shall only be undertaken under approved procedures, and not on behalf of individual Board members.

2.2 The Board shall set aside annually a budget allocation for each member of the Board to cover expenses incurred by the member while carrying out his/her duties as a member of the Board. This amount shall be equal for each member of the Board.

2.3 Each Board member shall have the discretion to use these funds to cover the reasonable costs of professional development, constituency communications, business

travel, office supplies, business services and hospitality expenses incurred by the member while carrying out his or her duties as an elected representative.

2.4 Costs incurred by a Board member for mileage, taxi, parking and for long distance shall be charged against a central account and not against the individual Board member allocation.

2.5 Board members who attend conferences, annual general meetings, meetings of other organizations, etc., as appointed representatives on behalf of the Board or representing the Board Chair shall have their expenses reimbursed centrally and not charged against individual Board member expense allocations.

2.6 Where a trustee sits as a Director of OPSBA, travel to a Director's meeting or to the Annual General Meeting of OPSBA will be considered as travel on official Board business and not charged to the individual Board member account.

2.7 Board members must submit an expense claim or original invoice in order to be reimbursed for any expenses incurred. Expense claims and original invoices must be submitted in the budget year the expense was incurred in accordance with the financial reporting requirements of the Board.

2.8 The Chair of the Board, or designate shall certify that the individual trustee and Director of Education's expense claims meet the requirements of board policy and authorize the payment of the claim.

2.9 If there is a dispute about the eligibility of an expense, a member may appeal the decision through a Notice of Motion to the Audit Committee, outlining the issue, reasons for the expense, and the basis for the appeal.

2.10 The Chief Financial Officer shall certify the Chair of the Board's expense claims meet the requirements of board policy to the Director of Education, and the Director of Education shall recommend for payment.

2.11 The Chair of the Board, or designate and the Director of Education, or designate shall certify all expenses incurred under the Board Development Fund.

2.12 With the approval of the Board, any deficits resulting from expenditures which exceed individual Board member allocation under this policy may be carried forward and deducted from the individual trustee budget of the following school year. Not withstanding the above, in the last year of the term of office, the Board member shall repay any deficit that remains.

2.13 The Board may authorize, before 31 August in any year, the carryforward of unspent funds in Board members' individual accounts under this policy upon submission of written requests from individual trustees outlining the rationale for such carryforward, save that, in an election year, any such funds carried forward must be used prior to the end of the Board's term of office.

2.14 In the fall of each year, a report detailing the expenses charged against Board member accounts in the preceding fiscal year shall be filed with the Board in open public session for each member of the Board, and for the Board Development Fund. Such reports shall clearly identify the nature of the expenses and the total amount spent.

2.15 Board members shall be provided on request with such additional office equipment (computer, printer, fax machine) and office furnishings in accordance with Board standards as may reasonably be required to enable them to carry out their normal duties and responsibilities from a home office.

2.16 The costs of office equipment shall be funded centrally and not from the individual Board member account, except that where the equipment exceeds the standard board issue, the costs differential between the standard board issue and the equipment requested will be funded through the individual Board member allocation.

2.17 Board members shall be reimbursed at the approved mileage rate for travel within the area of jurisdiction of the Ottawa-Carleton District School Board to attend meetings of the Board or its committees or related activities, to visit schools and/or to attend meetings with school councils, or to attend to similar constituency affairs. Additional expenses associated with such travel shall also be reimbursed within approved levels and in accordance with the relevant Board policies.

2.18 For the fiscal year in which a municipal election occurs, funding available for individual Board members and for the Board Development Fund shall be pro-rated for the period from 1 September to the end of the Board's term of office, (30 November) and from the beginning of the new Board's term of office to 31 August of the following year (1 December).

3.0 SPECIFIC DIRECTIVES

3.1 Any furnishings and equipment provided under this policy remain the property of the Board, to be returned at the end of the member's term or terms of office. Board members wishing to purchase such furnishings and/or equipment would be charged the fair market value costs as determined by the Director of Education.

3.2 Board members shall not use their individual Board member allocations to cover expenses such as legal fees, accounting fees, insurance premiums or other administrative or professional fees or expenses for personal or business services related to the business of the Board.

3.3 Board members having specific accommodation needs to carry out their duties as a member of the Board will charge associated costs to meet those needs to the Board's central account.

3.4 No expenses related to a municipal election campaign or any electoral costs shall be charged to an individual Board member allocation or to any Board account.

3.5 Board members shall not donate funds or gifts from their individual Board member allocations to community groups, charities, schools, school councils, political campaigns or political parties.

3.6 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

4.0 REFERENCE DOCUMENTS

Education Act, R.S.O. 1998, § 191.2
Board Policy P.039.FIN: Travel, Meal, and Kilometrage Claims
Board Procedure PR.529.FIN: Travel, Meal, and Kilometrage Claims
Board Procedure PR.503.GOV: Trustee Expenses for Professional Development, Constituency
Communications and Support Services