



Trustee Expenses

#100.10

Adopted:	March 29, 2005
Last Reviewed/Revised:	June 24, 2025
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2027-28

POLICY STATEMENT

It is the expectation of the community that Trustees of the Brant Haldimand Norfolk Catholic District School Board will promote and model the Catholic values and beliefs of the Board, and the Catholic Church In keeping with the Mission, Vision and Values of the Brant Haldimand Norfolk Catholic District School Board (the "Board"), the Trustee Expense and Reimbursement Policy is in compliance with the Ontario Education Act, Regulations, other relevant legislation and the Board's Mission Statement. The Board's Trustee Expense Policy and Procedure incorporates the four key principles adopted by the Broader Public Sector Expenses Directive: accountability, transparency, value for money, and fairness.

APPLICATION AND SCOPE

The *Education Act* provides that a Board of Trustees may establish a policy under which Trustees may be reimbursed for out-of-pocket expenses "*reasonably incurred in connection with carrying out the responsibilities of a board member*".

This Policy and Administrative Procedure outline the circumstances under which a Trustee may be reimbursed for expenses incurred while fulfilling their statutory duties, pursuant to the *Education Act*, the Trustee Expense Guideline issued by the Ministry of Education, and the directives issued by Management Board of Cabinet under the *Broader Public Sector Accountability Act*.

REFERENCES

- The Education Act, Section 191.2
- Broader Public Sector Accountability Act
- Broader Public Sector Expenses Directive 2020 Broader Public Sector Travel, Meal and Hospitality Expenses Directive
- Broader Public Sector Perquisites Directive
- Ministry of Education Trustee Expense Guideline

APPENDICES

- N/A

ADMINISTRATIVE PROCEDURES:

General Requirements

This Procedure applies to all Trustees and provides direction to staff responsible for receiving, reviewing and processing Trustee expense claims.

Trustee expenses shall only be reimbursed in accordance with this Administrative Procedure. Expenses that are not allowable under this Administrative Procedure may be reimbursed if they have been pre-approved.

The Treasurer of the Board or Designate shall be responsible for approving Trustee expense claims. In certain circumstances, this will include consultation with the Chair of the Board. All expense claims are subject to review by the Audit Committee of the Board.



Any dispute regarding the eligibility for reimbursement shall be referred to the external members of the Audit Committee, and if satisfactory resolution is not reached, the affected party may contest the decision at a public meeting of the Board.

Any overpayment of a Trustee's expenses will be reimbursed to the Board by the Trustee who received the overpayment.

A summary of Trustee expenses will be brought to the board quarterly and posted on the Board website.

Annual Trustee expenses will also be posted on the Board's website following the close of the previous school year's financial records.

Service Equipment

As per the Information Technology Schedule, Trustees will be provided with the following equipment for their use in fulfilling their duties as a Trustee:

- Cell phone
- Laptop and printer/scanner/copier, to a maximum value of \$3,000.
- Data through the Board's corporate plan.

Trustees can claim monthly charges for internet provision.

Trustees are encouraged to work on a paperless basis. Printer paper and office supplies will be supplied as needed.

Any equipment provided for Trustee use remains the property of the Board. All items supplied to the Trustee must be returned to the Board when the Trustee ceases to hold office.

If a Trustee wishes to retain any equipment provided during their tenure, the Treasurer of the Board will determine the process. In addition, a trustee is responsible for any unamortized cell phone/smart phone costs should they wish to retain it. Should the trustee not wish to retain the cell phone it is returned at the end of their term.

Trustees shall treat all Board technology and equipment with care and shall bring any maintenance issues to the prompt attention of Board staff. Under no circumstance shall a Trustee allow a third party to have access, for repairs or otherwise, to a Board-provided device.

Permission for use of a board device while out of the country must be sought in advance. Roaming charges will not be reimbursed by the Board, and it will be the responsibility of a Trustee travelling outside of Canada to ensure that such charges are not incurred.

Additional mobile charges in excess of the Board's standard coverage (for example, personalized ringtones, streaming charges) shall be at the Trustee's expense.

A Trustee may opt out of the Board's corporate data plan, and submit a claim for reimbursement for the cost of a private plan, to an amount that does not exceed the per person rate of the Board's corporate plan.

Travel

A Trustee may claim mileage from their primary residence to and from a Board or committee meeting held within the jurisdiction of the Board, paid at a per kilometer rate approved by the Board.



Additional mileage within the jurisdiction of the Board may be claimed if travel is required in order for the Trustee to perform their duties as a Board member.

Mileage to and from an event outside the jurisdiction of the Board must be approved in advance by resolution of the Board of Trustees. Any International travel must be pre- approved by the Minister.

Travel must be by the most economical method available. Carpooling is strongly encouraged wherever feasible.

Professional Development

A Trustee wishing to attend a conference or professional development event held outside the jurisdiction of the Board shall, in advance of incurring any expenses for which they intend to seek reimbursement, secure the approval of the Board of Trustees and Treasurer of the Board.

Request for approval shall include a detailed list of anticipated expenses, and an explanation of how the professional development relates to the Trustee's statutory duties.

Attendance at the Annual General Meeting and Regional Meetings sponsored by the Ontario Catholic School Trustees' Association (OCSTA) and When Faith Meets Pedagogy Conference are deemed to be approved, provided that these events are held in Ontario.

Attendance at the Annual Chair and Vice- Chair Conference is deemed approved for the Chair and Vice-Chair of the Board, when held in Ontario

Where attendance is approved, a Trustee may claim reimbursement for:

- Registration fee;
- Accommodation (standard room, conference rate where available);
- Meals if not provided at the event;
- Travel, using the most reasonable, cost-effective means possible;
- Parking

The following expenses are not eligible for reimbursement:

- Room upgrades
- Room service
- Movies/entertaining/recreation charges
- Fitness club fees;
- Charges incurred by a family member/guest;
- Alcoholic beverages;
- Parking violations;

Meals

Meals which are necessary because a Trustee is attending a meeting or event on behalf of the Board, at events where a meal is not otherwise provided, shall be reimbursed in accordance with the following meal allowance rates (taxes and gratuities included):

- Breakfast - \$10.00
- Lunch - \$12.50
- Dinner - \$22.50



Meals with Board staff, other Trustees, constituents and community members are not necessary to conduct Board business and will not be reimbursed.

Under no circumstances can alcohol be consumed or reimbursed when conducting board business.

Hospitality

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at Board expense to people who are not engaged in work for the school board.

Hospitality shall not be offered at Trustee expense unless approved in advance by resolution of the Board.

Perquisites

A perquisite (or “perk”) refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.

Trustees are prohibited from providing or receiving perks.

A Trustee who is offered a perk, regardless of value, should report the offer to the Chair of the Board and the Director of Education.

Ineligible Expenses

Expenses for which Trustees will not be reimbursed include:

- Tickets to community or fundraising events, unless the Trustee is invited to represent the Board, and attendance has been approved by resolution of the Board.
- Gifts and donations given and/or made by any Trustee to groups or individuals
- Advertising, sponsorships, promotions and political advocacy
- Fees related to the development and maintenance of a personal website or social media platform
- Home office expenses, such as phone line, furnishings
- Mobile device accessories (i.e., wireless accessories, car chargers, or holsters) Reporting Requirements

Claim Process

A claim for reimbursement must be submitted to Financial Services using the Board’s online process, and be accompanied by:

- Original receipt including proof of payment (a credit card statement alone is insufficient)
- Itemized list of purchases
- Business reason for the expenditure
- List of individuals and roles of those in attendance
- Signature of the claimant
- For travel: means, purpose, destination, and distance to and from primary residence.

Expense claims must be submitted within ninety (90) days of incurring the expense, provided that all expense claims (including mileage) incurred within a fiscal year (September 1 to August 31) must be submitted by no later than September 10th of the following fiscal year, or the following business day should the 10th fall on a weekend. Reimbursement requests for prior year expenses received after that date will be



refused, without exception.