

POLICIES AND PROCEDURES

POLICY: Trustee Support Services

Date Approved: July 6, 1999

Last Reviewed: 2020-2021

Dates of Amendment: April 1, 2004; June 12, 2012; April 8, 2014; June 9, 2020; May 25, 2021

Cross References: [Broader Public Sector Guidelines](#); [Travel, Meals, Hospitality, Meeting and Gifts of Appreciation Expenses](#); [Municipal Elections Act](#); [Code of Conduct for Trustees](#); [Access to School Facilities and Services by Election Candidates](#)

POLICY:

1. The Ottawa Catholic School Board ("the Board") shall provide essential support services and equipment to all Trustees in order for them to carry out their duties as a Trustee.
2. The Board shall reimburse Trustees for reasonable "out-of-pocket" expenditures related to their responsibilities, subject to the limitations prescribed by the *Education Act* and the Broader Public Sector Guidelines.
3. The Board supports the role of Trustees in promoting community engagement.
4. Community engagement includes schools, families, and the community actively supporting one another with the goal of supporting student success and well-being.
5. Community engagement provides an opportunity for Trustees to be the community's advocate for public education while also representing the collective views of the Board.

ADMINISTRATIVE PROCEDURES:

1. Services/Equipment:

- a. Trustees may select from the following equipment and services upon being elected or appointed as a Trustee:
 - i. Choice of a cell phone with Board-approved data package or reimbursement for

POLICIES AND PROCEDURES

POLICY: Trustee Support Services

personal cell phone or home phone charges (maximum dollar value determined by Finance department staff);

- ii. Monthly Internet package based on the recommended use for a midsize (maximum dollar value determined by Finance department staff);
 - iii. Learning Technologies Department-approved laptop;
 - iv. Learning Technologies Department-approved tablet;
 - v. Learning Technologies Department-approved black and white laser printer.
- b. **Replacement Cycle:**
- i. Provided equipment may be replaced on a 4-year Trustee term cycle as deemed appropriate by the Learning Technologies Department staff.
 - ii. Where equipment requires repair or is no longer functioning properly, or is deemed to be a security risk, the replacement cycle may be accelerated.
- c. **End of Cycle Equipment:**
- i. At the end of each 4-year replacement cycle, the Trustee or Learning Technologies Department staff may choose to delay replacement if the provided equipment continues to meet their needs.
 - ii. At the end of each 4-year replacement cycle, the Trustee may return the equipment to the Board for disposal, or the Trustee may purchase the equipment from the Board, personal funds, at the Board-established depreciated value of each device.

2. **Community Engagement:**

- a. An annual budget, as established by the Board, will be provided to assist Trustees with community engagement.
- b. Board staff will provide Trustees with the document, "Trustee Community Engagement Expenses - Summary of Allowable expenses in accordance with BPS Directive/policy". Updates to allowable expenses will be provided to Trustees as needed.
- c. Donations made with the use of community engagement funds should be made on behalf of

POLICIES AND PROCEDURES

POLICY: Trustee Support Services

the Board of Trustees; and do not qualify for personal tax receipts.

- d. Trustees may access community engagement funds to participate in community activities that are mutually beneficial to the goals of supporting student achievement and well-being.
- e. Trustees may access community engagement funds to allow them to build and maintain relationships with the entire community and to facilitate communication between community groups and the Board.
- f. Advertising is permitted as long as it is primarily intended to be viewed within the Trustee zone.
- g. As of July 1 each year, remaining community engagement funds will be redistributed to children support schools within the Board.

3. Community Engagement and Trustee Elections:

- a. Incumbent Trustees are responsible for acting in accordance with the financial provisions set out in the *Municipal Elections Act, 1996*. Each Trustee is responsible for ensuring that the use of community engagement funds is within the allowable expenses of the Board and do not result in any violation of the *Municipal Elections Act*.

4. Conferences and Professional Development:

- a. An annual budget, as established by the Board, will be provided to assist Trustees in participating in conferences and professional development directly related to their role as a school Board Trustee.
- b. Conference and Professional Development funds and Community Engagement funds are separate allocations that cannot be combined for purposes other than intended.
- c. Trustee allowable expenditures for travel must meet the conditions set out in the Board's "Travel, Meals, Hospitality, Meeting and Gifts of Appreciation Expenses" policy.
- d. In years when the OCSTA and CCSTA conferences are held at locations that may require larger expenditures in order for a Trustee to attend both events, the Director of Education may approve the allocation of an in-year budget transfer to allow participation in both conferences.
- e. Unspent conference and professional development funds are not carried over from year to

POLICIES AND PROCEDURES

POLICY: Trustee Support Services

year.

- f. Prior to July 1st, unspent funds may be pooled for the purpose of providing professional learning activities for Trustees prior to the end of the Board fiscal period.
- g. As of July 1 each year, unspent conference and professional development funds will be redistributed to children support schools within the Board.

5. Other Expenses:

- a. Any other extraordinary or unusual expense that a Trustee considers to be payable by the Board will be submitted, with a written explanation and request for reimbursement, to the Board Chairperson and Director of Education for consideration.
- b. All expense claims must be submitted as per Board travel expense claim timelines and procedures.
- c. Trustees may submit receipts electronically or they may choose to meet with the Manager of Corporate Affairs for assistance in processing Trustee related expenses.
- d. Trustees will receive a written notice outlining the timelines for expense submission. When needed, an extension and second notice for the submission of expenses will be provided to Trustees in writing. Expenses should be submitted during the same fiscal year as the expense was incurred.
- e. The Finance Department may issue a T2200 to Trustees who regularly perform Trustee related duties from their home for which reimbursement has not been provided by the Board provided that it meets the requirements of the Canada Revenue Agency (CRA).