



PROCEDURE PR.503.GOV

TITLE: TRUSTEE AND STUDENT TRUSTEE EXPENSES FOR PROFESSIONAL DEVELOPMENT, CONSTITUENCY COMMUNICATIONS, AND SUPPORT SERVICES

Date Authorized: 17 December 1997
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COMMITMENT TO INDIGENOUS, EQUITY, AND HUMAN RIGHTS

The District recognizes its responsibility to ensure that this procedure and the associated work promotes and protects Indigenous, equity, and human rights and to seek to address and eliminate racism and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To support the implementation of OCDSB Policy [P.003.GOV Board Member and Student Trustee Professional Development and Constituency Communications](#).

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this procedure.

3.0 RESPONSIBILITY

Board Services, Chief Financial Officer/Treasurer of the Board.

4.0 PROCEDURES

- 4.1 The total annual allocation for each Trustee and Student Trustee is set annually during the budget process.
- 4.2 The Board may authorize, before 31 August in any year, the carryforward of unspent funds in Trustees' individual accounts, upon submission of written requests from individual Trustees outlining the rationale for such carryforward to be approved by the Board 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. Carryforwards of unspent funds in Student Trustees' individual accounts is not permitted.

- 4.3 With the approval of the Board, any deficits resulting from expenditures which exceed individual Trustee allocations under this policy may be carried forward and deducted from the individual Trustee budget of the following school year. Notwithstanding the above, in the last year of the term of office, the Trustee shall repay any deficit that remains.
- 4.4 Trustees and Student Trustees will receive quarterly an itemized statement showing expenditures for the year to date from their professional development/constituency communications account.
- 4.5 The amount of the Board's Development Fund to support Board-wide professional development for the Board as a whole is determined through the annual budget process.

Note: This account is not for the Chair's personal use, but is to support the Board as a group. (Refer to [P.003.GOV](#)).

- 4.6 Upon application to the Chair, any Trustee or Student Trustee who wishes to receive an additional amount beyond his/her professional development allocation for the current year may be granted an additional allocation for the purpose of a specified professional development opportunity, provided there are excess funds remaining in other Trustees' or Student Trustees' accounts and provided the Trustee(s) or Student Trustee(s) consent(s) to this redirection of their allocation.

Charges Against Individual Trustees' or Student Trustees' Professional Development Allocation

- 4.7 The following expenses will be covered from an individual Trustee's or Student Trustee's professional development allocation, and not be a charge against the Board's central accounts:
 - a) expenses related to attendance at conferences, workshops, seminars and courses for professional development purposes, including travel, mileage and parking expenses, registration fees, accommodation, meals, hospitality and incidentals. Requests for reimbursement must be submitted in accordance with OCDSB procedure [PR.529.FIN: Expense Procedure](#);
 - b) all hospitality claims must include the name of the attendees/participants, purpose, date, time and location;
 - c) individual Trustees' or Student Trustees' membership fees for educational associations in which the OCDSB does not have a corporate membership; and
 - d) books, periodicals and learning materials relevant to personal professional development.

Charges Against Individual Trustees' or Student Trustee's Constituency Communications Allocation

- 4.8 The following expenses will be covered from an individual Trustee or Student Trustee's

constituency communication allocation, and not be a charge against the Board's central accounts:

- a) advertising in local media;
- b) mass mailings within the constituency; and
- c) meetings for dialogue with constituents.

Charges Against Appropriate Central Board Accounts

4.9 The following expenses will be covered from central Board accounts, and will not be a charge against the individual Trustee's or Student Trustee's professional development and constituency communication allocation:

- a) expenses related to travel within the region on Board business (excluding travel for professional development purposes) including mileage and parking expenses;
- b) expenses related to attendance at conferences, workshops, seminars and courses as the appointed representative of the Board, including travel, mileage and parking expenses, registration fees, accommodation, meals, and incidentals.

Note: Requests for reimbursement of travel, mileage and meal expenses must be submitted in accordance with Board policy [P.005.GOV: Board Member and Student Trustee Expenses and Support Services](#) and procedure [PR.529.FIN: Expense Procedure](#);

- c) telephone expenses, internet access, and teleconferencing bridge expenses;
- d) small-scale photocopying and postal services; and
- e) office supplies and furniture (for example, secretarial materials, desk, filing cabinet, bookcase) for Trustees' or Student Trustees' home offices, and associated moving expenses to install or remove the equipment.

Note 1: Furniture and equipment remains the property of the Board and will be returned to the Board at the end of the member's or Student Trustee's term of office.

Note 2: Requests for approval of expenses to be charged against central Board accounts as outlined in item 4.6 above, must be submitted to Financial Services.

4.10 Itemized reports on professional development and constituency expenditures for each Trustee and Student Trustee under Policy [P.003.GOV](#) and this procedure will be filed with the Board in open public session, in the fall of each year for the preceding fiscal year, by the Treasurer of the Board.

4.11 Any agreed reallocation of professional development funds resulting from the application of 4.6 above from one Trustee's or Student Trustee's account to another's will be itemized in the annual report filed in accordance with section 4.10.

5.0 APPENDICES

Appendix A: Procedure Definitions

6.0 REFERENCE DOCUMENTS

OCDSB Policy [P.003.GOV Board Member and Student Trustee Professional Development and Constituency Communications](#)

OCDSB Policy [P.005.GOV: Board Member and Student Trustee Expenses and Support Services](#)

OCDSB Policy [P.017.GOV: Student Trustees](#)

OCDSB Policy [P.039.FIN: Expense Policy](#)

OCDSB Procedure [PR.529.FIN: Expense Procedure](#)

Appendix A to PR.503.GOV

PROCEDURE DEFINITIONS

Board means the Board of Trustees of the Ottawa-Carleton District School Board.

Board Member means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.

District means the Ottawa-Carleton District School Board.

Student Trustee means a student elected by the Student Senate and Student Presidents' Council to represent the interests of students on the Board.

Trustee means a member of the Board elected or appointed in accordance with the *Ontario Municipal Elections Act* and the *Ontario Education Act*