



Policy Committee  
Thursday, October 9, 2025  
EC-340D & Virtual Meeting

**AGENDA: 6:00 p.m.**

1. Call to Order/Roll Call
2. HWDSB Land Acknowledgement
3. Approval of the Agenda
4. Review of the Committee Workplan

**Policy Reviews:**

5. [Boundary Review](#)
6. [Employee Expenses](#)
7. [Trustee Expenses](#)

8. Adjournment

**BE YOU. BE EXCELLENT.**

**Policy Committee Workplan.**

| <b>Cmt Mtg<br/>Date</b>       | <b>Agenda Items</b>  |
|-------------------------------|--|
| <b>Sept. 18<br/>CANCELLED</b> |  |
| <b>Oct. 9</b>                 | Boundary Review - return from last year<br>Trustee Expenses<br>Employee Expenses   |
| <b>Nov. 6</b>                 | Indigenous Education<br>Barrier-Free Physical Learning Environment - return from last year   |
| <b>Dec. 4</b>                 | Student Behaviour & Bias-Free Progressive Discipline   |
| <b>Jan. 8<br/>TENTATIVE</b>   |  |
| <b>Feb. 5</b>                 | Political Activities in Schools<br>Educational Excursions<br>Staff Engagement  |
| <b>Mar. 3</b>                 |  |
| <b>Apr. 1</b>                 | <b><i>Information Session (50 minutes): Shaping Direction: How Policies Reflect Your Leadership</i></b><br>Procurement<br>Integrated Accessibility Standards |
| <b>28-May</b>                 | Occupational Health & Safety<br>Workplace Violence & Harassment Prevention   |

Subject:

Boundary Review

Executive Council Member Responsible:

Matthew Gerard  
Associate Director of Business Services & Board  
Treasurer



## BACKGROUND

The Boundary Review Policy has been reviewed as part of the policy review cycle and returns to the committee following feedback received at the May Policy Committee meeting.

## RECOMMENDATION(S)

That the Boundary Review Policy be recommended for approval.

# Boundary Review

Date Approved: XXXX

Projected Review Date: XXXX

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in optimizing and ensuring the effective and efficient use of all facilities to support student achievement. In alignment with the Long-Term Facilities Plan, guided by HWDSB's Multi-Year Strategic Plan, the Board determines school boundaries in accordance with its authority under Section 171 (1)7 of the Education Act.

The Board is committed to responding to changing demographics and program needs through boundary changes in a fair and transparent manner, prioritizing effective community engagement. New school boundaries or changes to existing school boundaries will consider the Guiding Principles of the Long-Term Facilities Plan and HWDSB's commitment to human rights and equity.

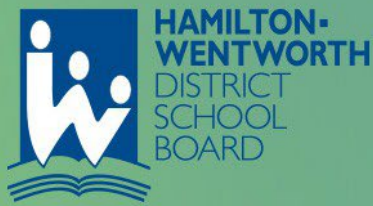
## GUIDING PRINCIPLES:

- Boundary modifications should be considered to:
  - accommodate new school construction,
  - balance student enrolment,
  - address site or facility constraints; and/or
  - support evolving program needs.
- Address the short and long-term accommodation requirements of the impacted communities in a timely manner;
- Be mindful of the best and most prudent use of all resources available to HWDSB;
- Adhere to the guiding principles as defined in the Long-Term Facilities Plan including optimal school capacity, grade organization, transportation, facility requirements, site size and the balance between French Immersion and English track students in dual track schools ([Long-Term Facilities Plan](#));
- Consult with the impacted school communities to gain further insight into the boundary recommendation(s).
- Ensure Trustee(s) are engaged as members of the Boundary Review Resource Team.

## INTENDED OUTCOMES:

When a Boundary Review is conducted, HWDSB staff will:

- Ensure that community engagement for a Boundary Review process begins no later than the fall preceding the implementation year and concludes in time to support effective transition planning and the execution of the boundary change.
- Validate or amend school attendance boundaries to support and optimize the effective and efficient use of all facilities, while also supporting student well-being and achievement.
- Consider community and school engagement strategies through the Boundary Review process.
- Ensure the input of the affected Trustee(s) is received and regarded throughout the Boundary Review process.



# Boundary Review

Date Approved: XXXX

Projected Review Date: XXXX

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## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

**Advisory Panel:** Includes representatives from School Councils and Home & School Associations (where applicable). The school representatives, along with the Boundary Review Resource Team members, analyze Boundary Review data, accommodation challenges, and boundary solutions.

**Boundary Review:** A formal process of public consultation undertaken to evaluate, create or modify school attendance boundaries.

**Boundary Review Resource Team:** This team includes the Family of Schools Superintendent, Trustee, Principal and Vice-Principal of the affected school(s), along with Planning, Accommodation and Rentals and other Board Administrative Support staff. The mandate of the Resource Team is to lead the Boundary Review process, including the establishment of boundary recommendations, the evaluation of the viability of the boundary modifications and facilitation of community consultation.

**Long-Term Facilities Plan:** A comprehensive planning document illustrating municipal demographics, condition and utilization of current facilities and accommodation analysis designed to enhance student achievement. The plan is meant to support and promote the goals of the Multi-Year Strategic Plan, Board Improvement Plan, Human Rights Policy, Multi-year Accessibility Plan, Indigenous Education Circle Strategic Action Plan and other HWDSB Policies and Plans.

## ACTION REQUIRED:

A Boundary Review, outside of the accommodation review process, may commence under the following circumstances:

- Initiated through the Long-Term Facilities Plan, upon Board approval,
- Recommendation through the Director of Education, upon Board approval, or
- Initiated through the Board of Trustees.

Consultation with impacted school communities and changes to the school boundaries will adhere to the HWDSB Boundary Review Procedure.

### Boundary Review Advisory Panel Mandate and Composition:

#### *Mandate*

The mandate of Resource Team and the Advisory Panel is to analyze boundary solutions to identified accommodation challenges, through discussions and inquiries about boundary options and/or information. This includes, but is not limited to:

- Establishing and reviewing Boundary Review evaluation criteria,

# Boundary Review

Date Approved: XXXX

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- Discussing the viability of other alternatives to the proposed boundary recommendations
- Identifying key considerations and applying them to recommendations or alternatives explored
- Engaging the community of identified schools
- Reviewing community feedback

## *Advisory Panel and Resource Team Composition:*

### Advisory Panel Members

- The Boundary Review Advisory Panel shall include, at a minimum, two representatives from School Councils and Home & School Associations (where applicable).

### Resource Team Members include:

- Co-Chair: Superintendent of Equity and Student Achievement
- Co-Chair: Manager of Planning, Accommodation and Rentals
- Trustee(s) of affected schools\*
- Planning & Accommodation staff
- Principal and/or Vice-Principal(s) of affected schools
- Research and Analytics staff
- Communications & Community Engagement staff
- Hamilton-Wentworth Student Transportation Services staff
- Other Board staff as deemed necessary (Facility Services, Program, etc.)

\*The role of the Trustee(s) assisting the Boundary Review Advisory Panel is to support the members by sharing helpful background information and answering questions. Trustee(s) do not take part in choosing or promoting specific options, as the panel is responsible for making its own recommendations.

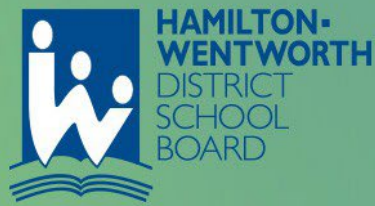
## Key Responsibilities and Activities of Advisory Panel and Resource Team:

### *Public Consultation*

- The Resource Team will facilitate Advisory Panel meetings to present information in the Initial Boundary Review Report and boundary option(s) in order to facilitate discussions and solicit feedback.
- The Resource Team will facilitate a public information session to share information in the Initial Boundary Review Report, information gathered from Advisory Panel meeting(s), and boundary option(s). The intent of the Public Information Session is to respond to questions of clarification and receive feedback on the boundary option(s).

### *Board Approval*

- The Superintendent of Equity and Student Achievement and Manager of Planning, Accommodation and Rentals will present the Final Report and recommended option for Board approval through the Director of Education.



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## *Boundary Review Implementation*

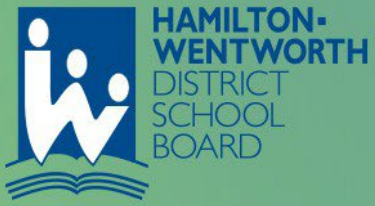
- Decisions regarding changes to boundaries where existing students may be impacted shall not be made after February 28<sup>th</sup> for implementation in the following school year. Resource Team will begin the process of implementation, including informing other HWDSB departments of the pending boundary change. The Superintendent of Equity and Student Achievement will then form a transition committee to support students, staff, families, and community members through the changes.

## *Timelines*

- Accommodation strategies are signaled through the Long-Term Facilities Plan (LTFP) or presentation of a Boundary Review Report to the Board from the Finance & Facilities Committee
- The process, where possible, begins with Board Approval in May and concludes by the end of February as noted above.

## PROGRESS INDICATORS:

| Intended Outcome  | Assessment   |
|---|--|
| Ensure that community engagement for a Boundary Review process begins no later than the fall preceding the implementation year and concludes in time to support effective transition planning and the execution of the boundary change. | Measured through the commencement of the review process in the fall and completion to meet board planning timelines for the school year of implementation.   |
| Validate or amend school attendance boundaries to support and optimize the effective and efficient use of all facilities, while also supporting student well-being and achievement.   | Measured by monitoring and planning for pupil accommodation through the <a href="#">Long-Term Facilities Plan</a> . This includes an annual analysis of the following: <ul style="list-style-type: none"> <li>Declining, increasing and shifting enrolments and demographics</li> <li>Current funding and operational realities</li> <li>Changing educational and program objectives</li> <li>Physical limitations of schools and sites</li> </ul> |
| Consider community and school engagement strategies through the Boundary Review process.  | Measured through engagement with the Advisory Panel and public engagement with school communities.   |
| Ensure the input of the affected Trustee(s) is received and regarded throughout the Boundary Review Process.  | Measured through trustee participation in the review process and final Boundary Report.  |



# Boundary Review

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Projected Review Date: XXXX

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## REFERENCES:

### **Government Documents**

Education Act

**Subject:** Employee Expenses & Trustee Expenses

**Executive Council Member Responsible:** Matthew Gerard  
Associate Director of Business Services & Board Treasurer



## BACKGROUND

The Employee Expenses Policy and Trustee Expenses Policy have been reviewed as part of the policy review cycle and includes minor updates to language throughout both policies.

## RECOMMENDATION(S)

That both the Employee Expenses and Trustee Expenses Policies be recommended for approval.



|                       |                       |
|-----------------------|-----------------------|
|                       | <b>POLICY NO: 3.5</b> |
| Adopted               | 2017                  |
| Projected Review Date | 2025                  |
| Revisions             | 2021, 2025            |

## POLICY: EMPLOYEE EXPENSES

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### PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the accountability and transparency of public funds.

HWDSB will reimburse employees for reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

For an expense to be paid or reimbursed, it must follow HWDSB policy and procedure and have the appropriate authorizations and approvals. The Board assumes no obligation to reimburse expenses that do not comply with this policy or the employee expense procedures.

The Employee Expense Policy applies to all employees and school council members who submit expense reimbursement requests.

This policy applies to all employee expenses incurred using HWDSB budgets, school-generated funds, School Council funds, donations or any other funds generated on behalf of the HWDSB.

### GUIDING PRINCIPLES:

The overarching principle is that employees shall be reimbursed for reasonable expenses incurred on authorized Board business in accordance with this policy.

This Policy is aligned with the Broader Public Sector Accountability Act and follows the Broader Public Sector (BPS) Expenses Directive, Travel, Meal and Hospitality Expenses Directive. This policy is also intended to be enacted in accordance with Policy A1.1: Human Rights.

The Board is committed to:

- Ensuring sound business practices are employed;
- Accountability for the use of public funds is maintained;
- The Board's reputation and integrity as a public employer is protected;
- Compliance with the Ministry of Education School Board Expenditure Guidelines (2006: B15), and the Broader Public-Sector Expenses Directive (2011, updated version January 1, 2020);
- Ensuring expenses are reasonable and relevant to the duties and responsibilities of the employee, support the program objectives of the organization, and maximize the benefits to the Board.

**INTENDED OUTCOMES:**

- Staff who incur expenses while performing their duties on behalf of the Board are reimbursed in a fair, consistent and transparent manner.
- That all reimbursed employee expenses, from all HWDSB-related funds, are consistent with the educational goals of the Board, procurement policies and fair business principles.
- HWDSB staff with expense approval authority will not approve any reimbursement of expenses that conflict with this policy and/or related procedures.
- Ensure compliance with Ministry of Education School Board Expenditure Guidelines (2006: B15) and the Broader Public-Sector Expenses Directive.

**RESPONSIBILITY:**

Director of Education  
Members of Executive Council

**TERMINOLOGY:**

Broader Public Sector Expenses Directive: Sets out the requirement for the designated Broader Public Sector organizations to establish expense rules where expenses are reimbursed from public funds.

Employee: All individuals who agree to work on a full-time or part-time basis for HWDSB for a specified or indeterminate period of time. Salary or wages are paid to this individual and from this payment, deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

Ministry of Education School Board Expenditure Guidelines: The purpose of the guidelines is to define a province-wide standard intended for both trustees and school board staff that addresses the following areas of school board expenditure:

- use of corporate credit cards
- travel, meals and hospitality
- advertising
- advocacy

School Council: School councils are established under the authority of the Education Act. Section 22 of Ontario Regulation 612/00 provides for school councils to engage in fundraising activities.

School-Generated Funds: School-generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts.

**ACTION REQUIRED:**

Procedures will be in place to operationalize this policy and ensure HWDSB employees designated as approvers of expense claims and all employees requesting reimbursement for employment expenditures follow the requirements of legislation and board policy and procedure, to meet the needs of students, educators, and staff while ensuring accountability and transparency of funds.

Exceptional Circumstances

It is noted that there may be exceptional circumstances that fall outside of this policy. For those exceptions to the policy, written authorization by the Director of Education and Treasurer of the Board is required.

**PROGRESS INDICATORS:**

| Intended Outcome  | Assessment   |
|---|--|
| Staff who incur expenses while performing their duties on behalf of the Board are reimbursed in a fair, consistent and transparent manner.                                      | <p>Ensure employee expenditure reimbursement requests are reviewed and approved by authorized supervisors.</p> <p>The Financial Services Department will review approved expense reports for policy and procedure adherence.</p>   |
| That all reimbursed employee expenses, from all HWDSB-related funds, are consistent with the educational goals of the Board, procurement policies and fair business principles. | As a part of the annual audit of financial statements, a review is conducted to ensure maximum value is obtained and the spending of funds are consistent with the goals of the Board and fair business principles through this and the Procurement Policy (Policy 3.8). |
| HWDSB staff with expense approval authority will not approve any reimbursement of expenses that conflict with this policy and/or related procedures.                            | Exhibit the prudent and transparent use of the Board's financial resources through quarterly interim financial reporting and annual audited financial statements.  |
| Ensure compliance with Ministry of Education School Board Expenditure Guidelines (2006: B15) and the Broader Public-Sector Expenses Directive.                                  | This policy will be assessed against the Ministry of Education School Board Expenditure Guidelines (2006: B15) and the Broader Public-Sector Expenses Directive and directive.   |

**REFERENCES:****Government Documents**

[Ministry of Education Expenditure Guidelines](#)

[Broader Public Sector Expenses Directive \(2011, updated January 1, 2020\)](#)

[Travel, Meal and Hospitality Expenses Directive, Province of Ontario](#)

|                       |                        |
|-----------------------|------------------------|
|                       | <b>POLICY NO: 3.11</b> |
| Adopted               | 2018, 2022             |
| Projected Review Date | 2026                   |
| Revisions             | 2022, 2025             |

## POLICY: TRUSTEE EXPENSES

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### PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the accountability and transparency of public funds.

HWDSB will reimburse Trustees for reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

For an expense to be paid or reimbursed, it must follow policy and procedure and have the appropriate authorizations and approvals. The Board assumes no obligation to reimburse expenses that do not comply with this policy.

### GUIDING PRINCIPLES:

The overarching principle is that Trustees shall be reimbursed for reasonable expenses incurred in carrying out their responsibilities as a trustee of the Board and in accordance with this policy.

This Policy is aligned with the Broader Public Sector Accountability Act and follows the Broader Public Sector (BPS) Expenses Directive, Travel, Meal and Hospitality Expenses Directive and the Ministry of Education Trustee Expense Guideline (July 2009). Trustees have the ability to strengthen HWDSB's Trustee Expense policy and procedures that have been aligned with the Ministry guidelines and directives.

This policy is also intended to be enacted in accordance with Policy A1.1: Human Rights.

The Board is committed to:

- Ensuring sound business practices are employed;
- Maintaining accountability for the use of public funds;
- Protecting the Board's reputation and integrity as a public employer;
- Complying with the Ministry of Education School Board Expenditure Guidelines (2006: B15,) and the Broader Public-Sector Expenses Directive (2011, updated version January 1, 2020);
- Ensuring expenses are reasonable and relevant to the responsibilities of the Trustee while representing the Board, supporting the program objectives of the organization, and maximizing the benefits to the Board.

### INTENDED OUTCOMES:

Trustees who incur expenses while performing their duties on behalf of the Board are reimbursed in a fair, consistent and transparent manner.

The Board complies with Ministry of Education School Board Expenditure Guidelines (2006: B15) and the Broader Public-Sector Expenses Directive.

**RESPONSIBILITY:**

Director of Education  
Members of Executive Council

**TERMINOLOGY:**

**Broader Public Sector Expenses Directive:** The document which sets out the requirement for the designated Broader Public Sector organizations to establish expense rules where expenses are reimbursed from public funds.

**Hospitality:** The provision of food, beverage, accommodation, transportation, token gifts of appreciation and other amenities paid out of public funds to people who are not employed by:

- HWDSB,
- Designated BPS organizations (i.e. other school boards), or
- Any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Service (OPS) Expense Directive.

**Ministry of Education School Board Expenditure Guidelines:** The purpose of the guidelines are to define a province-wide standard intended for both trustees and school board staff that addresses the following areas of school board expenditure:

- use of corporate credit cards
- travel, meals and hospitality
- advertising
- advocacy

**Trustee:** Trustees are responsible for the operation of the public school system. They are elected in accordance with the Education Act at each municipal election, by the electoral group the school board represents.

A trustee is responsible, as a member of the Board:

- to govern and set policy for the board
- to govern for the provision of curriculum, facilities, human and financial resources for the board
- to advocate for the needs of their communities
- as a constituency representative, to explain the policies and decisions of the board to residents, Trustees are available to help taxpayers, parents and others to address any issues they may have about the public school system.

*The term Trustee refers to both the Ward Trustee and Student Trustee within this policy.*

**ACTION REQUIRED:**

Procedures will be in place to operationalize this policy and ensure HWDSB-designated approvers of Trustee expense claims and all Trustees requesting reimbursement for reasonable out-of-pocket expenses incurred in carrying out their responsibilities as Trustees follow the requirements of legislation and board policy and procedure, to meet the needs of students, staff and families while ensuring accountability and transparency of funds.

Claims

Claims for the reimbursement of Trustees' expenses require the approval of the Chair of the Board. For the Chair of the Board, approval by the Treasurer of the Board is required.

Exceptional Circumstances

It is noted that there may be exceptional circumstances that fall outside of this policy. For those exceptions to the policy, written authorization by the Chair, Director of Education, and Treasurer of the Board is required.

Trustees are eligible for reimbursement of the following expenses on an ongoing basis:

- Long-distance telephone costs related to Board business
- Basic office supplies
- Home internet service
- Hospitality
- Travel

Trustees will not be reimbursed for the following equipment, as they are provided by HWDSB for use throughout the Trustee's term of office:

- Computer or tablet with software
- Printer
- Mobile device/phone (including associated service costs)

All equipment will be provided in accordance with current Board standards and is to be returned to the Board at the end of the Trustee's term of office.

Reporting Trustee Expenses

Trustee expenses will be posted quarterly (every three months) on the Board's website. These expenses are reported through the following categories:

- Travel (mileage, taxi)
- Internet
- Mobile device/phone
- Professional Development
- Other

Conference or Professional Development Activity

Trustee reimbursement for conferences or professional development activities shall not exceed \$1,000 per annum per Trustee, except for reimbursement for in-province conferences or professional development held by the Ontario Public School Boards' Association (OPSBA), the Canadian School Boards' Association (CSBA) and the Ontario Student Trustees' Association (OSTA).

In support of Trustee's collective fiduciary responsibility, all conference requests will be confirmed by the Chair or Vice-Chair as budget allows. Other than required attendance, registration priority will be given to trustees who have not used their portion of the full budget. When the CSBA holds its annual conference out of the province, the following Trustees shall have the first option to attend:

- Trustee designated as HWDSB's OPSBA liaison
- The Chair
- The Vice-Chair

Openings to the above allotment will be filled by drawing lots from those Trustees interested in attending.

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In addition, in the situation that a Trustee feels a need to exceed the above noted \$1,000 individual limitation, or to attend an out-of-province professional development event (other than CSBA as noted above), with accompanying costs not subject to the \$1,000 limit, application may be submitted to the Chair of the Board for permission to exceed the limitation on an exception basis or to attend the out-of-province event. Any such approval will be reported to the Board of Trustees.

If the Chair wishes to exceed the \$1,000 limit, it would require the approval of the Board of Trustees. Any Trustee who wishes to dispute an expense decision by the Chair may bring the item forward to the full Board of Trustees.

Advance discounts should be realized on registration fees where possible.

### Travel

Trustee travel to and from their residence to attend a meeting of the Board, a committee of the Board or carrying out the responsibilities of a board member, will be reimbursed for kilometers travelled based on the Canada Revenue Agency non-taxable mileage rate.

When required, transportation by taxi can be arranged with Trustee Services for HWDSB's current contracted taxi vendor.

Trustees are asked to travel by the most economical mode and share transportation whenever feasible.

### Meals

Meal rates for breakfast, lunch and dinner will be updated at the beginning of each fiscal year. When more than one meal is claimed for any day, trustees may allocate the combined maximum rates for each meal. For example, if a Trustee will be eating breakfast and lunch the combined rate will be the maximum allowable dollar value of the meal rate for breakfast and lunch.

Where a meal is included as part of a professional event (e.g., conference, workshop, etc.), the meal entitlement will not apply. Exceptions will be made for dietary restrictions.

Reimbursement for purchases of alcohol or cannabis is not allowed. This includes:

- Alcohol consumed at a meal, event, conference, etc.
- Bottles of wine or other spirits, given as a gift or honorarium
- LCBO, Beer Store, wine store etc. gift certificates or gift cards, given as a gift or honorarium

In addition, the purchase of such items on Board purchasing cards and Board credit cards is not permitted.

### Accommodation

Trustee reimbursement for overnight accommodation will be recognized when it is required and shall include: a reasonable room, parking, and internet costs.

### Hospitality

Trustee hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business or is considered desirable as a matter of courtesy.

Trustees may only accept infrequent and reasonable hospitality and may only accept infrequent and reasonable business gifts with a value of \$50 or less, including taxes and delivery. The frequency and nature of gifts or hospitality shall not be allowed to be such that the recipient might be, or might be

deemed by others, to have been influenced in making a business decision because of accepting such gift or hospitality.

#### Discretionary Expenses

Expenses incurred must be directly connected with carrying out the responsibilities of a Trustee. There will be no reimbursement for expenses of a personal or political nature. Reimbursement for discretionary expenses shall not exceed \$1,000 per annum per Trustee.

Expenses allowed for reimbursement through discretionary expenses include:

- Hospitality expenses to hold school or ward-based meetings
- Admission fees to attend community-related presentations and events
- Consumable supplies for the home-based office such as paper and toner

Trustees may not submit the following discretionary expenses for reimbursement:

- Costs incurred to independently attend a fundraising event;
- Independent donations and/or contributions made to community-related presentations and events (includes those made in addition to, or instead of, admission fees);
- Independent donations to a fundraising event or charity; and/or
- Independent payment to a school or program.

If a Trustee receives a donation slip for any expenses reimbursed by the Board, the Trustee is asked to submit the donation slip.

#### Ineligible Expenditures

The Board will not reimburse Trustees for the following expenditures:

- Alcoholic or cannabis purchases including:
  - alcohol consumed at a meal, event, conference, etc.;
  - bottles of wine or other spirits as a gift/honorarium;
  - LCBO, Beer Store, wine store, etc. gift certificates as a gift/honorarium.
- Goods and services purchased from Board employees as stipulated in the Education Act S217;
- Charges for use of recreational/fitness facilities;
- In-room movie rentals and mini-bar charges;
- Charges incurred by spouse or other family members;
- Parking or traffic violations;
- Automobile expenses, since these are reimbursed on a per kilometer basis;
- Expenses for hospitality, unless specifically allowed by this Policy;
- Expenses for re-furnishing or redecorating offices;
- Supporting a fundraiser for a specific political party;
- Supporting an event for a specific political party;
- Purchase of gift certificates; and
- Gifts, unless specifically allowed by this Policy

**PROGRESS INDICATORS:**

| Intended Outcome  | Assessment   |
|---|--|
| Trustees who incur expenses while performing their duties on behalf of the Board are reimbursed in a fair, consistent and transparent manner.   | <p>Ensure Trustee expense reimbursements are reviewed and approved by the appropriate authorization. Finance will only process an expense claim once appropriate authorization is obtained.</p> <p>Each Trustee's expenditure is published quarterly on the HWDSB website.</p> |
| The Board complies with Ministry of Education School Board Expenditure Guidelines (2006: B15) and the Broader Public-Sector Expenses Directive. | Exhibit the prudent and transparent use of the Board's financial resources through quarterly interim financial reporting on the HWDSB website and submission of annual audited financial statements.   |

**REFERENCES:****Government Documents**

[Ministry of Education Expenditure Guidelines](#)

[Broader Public Sector Expenses Directive \(2011, updated version January 1, 2020\)](#)

[Trustee Expense Guideline \(2009\)](#)