



**Office of the Director**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 425-5131 Fax (807) 422-0941

**STANDING COMMITTEE**  
**Tuesday, September 9, 2014**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

Karen Wilson  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Delegations/Presentations		
4.1 Declaration of 2014-2015 Student Trustee	H. Smith	Verbal
4.2 Thunder Bay District Health Unit - <i>Safe Cycling in Schools</i>	S. Starr	Verbal
4.3 Introduction of Newly Appointed Leaders - Charles Bishop - Maria Casasola - Coral Charlton - Donna Flasz - Eric Fredrickson - Julie Gayoski-Luke - Deanna Hannaford - Leslie Hynnes - Catherine Jonas - Darren Lentz - Nikki Marks - Lisa Nutley - Elaine Oades	Superintendents	Verbal

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

		<u>Resource Person</u>	<u>Pages</u>
	<ul style="list-style-type: none"> <li>- Michael Oades</li> <li>- Maggie Rutter</li> <li>- Vicki Shannon</li> <li>- Paul Tsekouras</li> <li>- Jeff Upton</li> </ul>		
5.	Confirmation of Minutes		
5.1	Standing Committee Meeting - June 10, 2014	K. Wilson	1-4
6.	Business Arising from the Minutes		
<b><u>MATTERS NOT REQUIRING A DECISION</u></b>			
7.	Information Reports		
7.1	Report on the Activities of the 2013-2014 Supervised Alternative Learning (SAL) Committee (089-14)	C. Kappel	5-6
7.2	Special Education Advisory Committee Meeting Minutes - May 21, 2014	C. Kappel	7-10
7.3	3074 Expense and Travel Reimbursement Procedures (091-14)	D. Wright	11-18
7.4	Compliance Audit Committee (093-14)	I. MacRae	19
8.	First Reports		
<b><u>MATTERS FOR DECISION:</u></b>			
9.	Postponed Reports		
10.	Ad Hoc and Special Committee Reports		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

		<u>Resource Person</u>	<u>Pages</u>
11.	New Reports		
11.1	2014 Municipal Election - Honoraria for Board Members 2014 - 2018 (090-14)	D. Wright	20-22
	<i>It is recommended that Lakehead District School Board:</i>		
	<ol style="list-style-type: none"> <li>1. <i>Approve the maximum level of honoraria for the new term of office, December 1, 2014 to November 30, 2018, for Trustees of Lakehead District School Board.</i></li> <li>2. <i>Approve the maximum additional amounts for the new term of office, December 1, 2014 to November 30, 2018, for the Chair and Vice Chair of Lakehead District School Board.</i></li> <li>3. <i>Approve a maximum of \$50 for attending each meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act for the new term of office, December 1, 2014 to November 30, 2018.</i></li> </ol>		
12.	New Business		
13.	Notices of Motion		
14.	Information and Inquiries		
15.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2014 JUN 10  
7:30 p.m.

**TRUSTEES PRESENT:**

Karen Wilson (Chair)  
Marg Arnone  
Pat Johansen  
Lori Lukinuk

Deborah Massaro  
Ron Oikonen  
Jack Playford  
George Saarinen  
Logan Turner (Student Trustee)

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Superintendent of Education  
Sherri-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Daniel Denommé, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Arnone

*"THAT the Agenda for Standing Committee Meeting, June 10, 2014 be approved."*

**CARRIED**

2. **Resolve into Committee of the Whole - Closed Session**

Moved by Trustee Lukinuk

Seconded by Trustee Saarinen

*"THAT we resolve into Committee of the Whole - Closed Session with Trustee Wilson in the Chair to consider the following:*

- *Confirmation of Committee of the Whole - Closed Session Minutes*
  - *April 8, 2014*
- *Personnel Matters*

- *Legal Matter*
- *Negotiations Update*

*and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”*

CARRIED

COMMITTEE OF THE WHOLE - CLOSED SESSION:

3. Committee of the Whole - Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Woodcrest Public School - Ecological Education - Community/School Garden

Colleen Kappel, Superintendent of Education, introduced Rob Price and Melissa Gray, Teachers, and Val Bodak, Principal of Woodcrest Public School. Ms. Gray introduced Albany, Brady, Callia, Makara, and Sophie, student members of Woodcrest's School Garden Club, who presented information regarding *Ecological Education - Community/School Garden*. All Trustees' questions were addressed.

5. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Playford

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, May 13, 2014.”*

CARRIED

6. Health and Safety Semi-Annual Report (058-14)

Ian MacRae, Superintendent of Education, introduced Rick Molloy, Health and Safety Officer, who presented information regarding health and safety initiatives and next steps. All Trustees' questions were addressed. Chair Wilson congratulated Mr. Molloy on his upcoming retirement.

7. French as a Second Language (FSL) (077-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Diane Scocchia, French Resource Teacher, and Nicole Walter Rowan, Program Coordinator, who presented information regarding French as a second language and student achievement. All Trustees' questions were addressed. Chair Wilson congratulated Ms. Scocchia on her upcoming retirement.

8. Aboriginal Education Advisory Committee Meeting Minutes - March 20, 2014

Sherri-Lynne Pharand, Superintendent of Education, presented the March 20, 2014 minutes for information. All Trustees' questions were addressed.

9. Alternative Schools Review Committee Report (075-14)

Colleen Kappel, Superintendent of Education, Ian MacRae, Superintendent of Education, David Wright, Superintendent of Business, and Corinne Russell-Pritoula, Resource Teacher, presented information regarding the committee's review pertaining to a request for an Alternative School. All Trustees' questions were addressed.

10. Special Education Advisory Committee Meeting Minutes - April 16, 2014

Colleen Kappel, Superintendent of Education, presented the April 16, 2014 minutes for information.

MATTERS FOR DECISION:

11. Special Education Advisory Committee (SEAC) Request for Approval of Correspondence (074-14)

Moved by Trustee Arnone

Seconded by Trustee Playford

*"THAT Lakehead District School Board approve the request from the Special Education Advisory Committee (SEAC) to send correspondence of support to the Minister of Education, Minister of Children and Youth Services, and the Minister of Health and Long Term Care as outlined in Report No. 074-14."*

CARRIED

12. New Business

Alternative Schools Review Committee Report (075-14)

Moved by Trustee Playford

Seconded by Trustee Lukinuk

*"THAT Lakehead District School Board request Senior Administration to meet with the Northern Lights Education Initiative to determine areas of the Waldorf-inspired school program and learning outcomes that may enhance program delivery."*

13. Information and Inquiries

13.1 Trustee Oikonen requested information regarding the impact of Bill C-28, Canada's Anti-Spam Legislation (CASL). David Wright, Superintendent of Business, responded that Bill C-28 will be enforced on July 1 and Bruce Nugent, Communications Officer, is preparing a communication plan.

13.2 Trustee Saarinen reported that he attended an Age-Friendly Thunder Bay Committee meeting on June 10. Information will be left in the Trustees' Lounge for perusal. He noted that the 6<sup>th</sup> Annual Seniors' Rock Walk will take place on June 12.

- 13.3 Trustee Lukinuk reported that she and Trustees Arnone, Johansen, and Saarinen attended the Thunder Pride Anti-Homophobia Awareness Breakfast on June 9. Trustee Lukinuk inquired if Lakehead District School Board is considering transgender washroom facilities. Colleen Kappel, Superintendent of Education, responded that legislated and legal information is being gathered in regards to transgender washroom facilities. Trustee Saarinen noted that June 9 to 15 is Thunder Pride week.
- 13.4 Trustee Johansen noted that two Hammarskjold High School students received Literary Gold. Madison King was the recipient of the Stephen Leacock Associations' Student Humorous Story Competition Award for her article "*When a Woman Owes you Sex*" and Sarah Friesen received an honourable mention for her article "*The Gloves are off: A Modest Proposal*".
- 13.5 Trustee Massaro reported that she and Catherine Siemieniuk, Director of Education, attended the Westgate Collegiate & Vocational Institute Commencement at the Thunder Bay Community Auditorium on June 9.
- 13.6 Trustee Playford reported that he attended Superior Collegiate and Vocational Institute Music Department's Final Performance/Evaluation on June 4.
- 13.7 Chair Wilson requested information regarding rebuilding of the playground equipment at Hyde Park Public School. Sherri-Lynne Pharand, Superintendent of Education, responded that Lakehead District School Board has begun the rebuilding process and she noted that the community and community organizations have offered their support.
- 13.8 Trustee Lukinuk reported that Trustees attended the Grade 8 Awards of Excellence banquet on May 29.

14. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*"THAT we do now adjourn at 9:28 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2014 SEP 09  
Report No. 089-14

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: REPORT ON THE ACTIVITIES OF THE 2013-2014 SUPERVISED ALTERNATIVE  
LEARNING (SAL) COMMITTEE

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
- 1.2 The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least fourteen (14) years of age, and who wish to be excused from either full time or part time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school, the Attendance Counsellor, and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.
- 1.3 During the 2013-2014 school year, members of the committee included:
  - Trustee Jack Playford;
  - Trustee Alternate Deborah Massaro (September 2013 - November 2013);
  - Trustee Alternate Marg Arnone (December 2013 - June 2014);
  - Colleen Kappel, Superintendent of Education;
  - Eric Fredrickson, Education Officer, (Alternate);
  - Ric Windsor, Lorraine Boland, Kendra Perry, Sharon Kovacic and Wendy Kohler representing YES Employment Services as external and alternate members.

2. Situation

- 2.1 Ten SAL meetings were held during the 2013-2014 school year. Eighty eight applications were considered. Sixty nine were approved. Of these, thirty five went on to participate in a community based pilot program incorporating both academics and work place readiness in partnership with YES Employment Services.
- 2.2 Seven applications were received for fourteen year old students, including four females and three males. Twenty two applications were received for fifteen year old students, including fifteen females and seven males. The remaining applications received were for sixteen and seventeen year old students.



## 2013-2014 Academic Year

Gender	14 & 15 Year Old Students	16 & 17 Year Old Students
Females	19	28
Males	10	30

Snapshot of previous years for considered SAL applications:

YEAR	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Applications	69	40	65	77	112	88

- 2.3 The types of SAL programs approved for students are indicated in the chart below. The total number is not a reflection of individual students but rather the fact that students' programs could include a number of areas. (i.e. a student who was working may have also been gaining volunteer hours at the same time.)

	FT&PT EMPLOY INDEP	HOME STUDY	PART TIME SCHOOL	VOLUNTEER	COUNSELLING	CERTIFICATIONS	SAL YES
2013/14	30	0	55	20	22	7	35
2012/13	21	29	36	31	26	7	18

\*\* "OTHER" category may include community-based programs such as counseling and private educational programs.

### 3. Conclusion

The Board's Supervised Alternative Learning Committee will continue to monitor and seek to understand students' needs for alternative learning experiences and counseling, while ensuring that students are placed in a program which will afford them success during this transitional period. Connection to the home school is vital during a student's enrolment in the SAL program.

Respectfully submitted,

JEFF UPTON  
Education Officer

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD  
**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2014 MAY 21

**MEMBERS PRESENT:**

Laura Sylvestre (Chair)  
Marg Arnone (Trustee)  
Jennifer Bean Anderson  
Maureen Cameron  
Jane Cuttress

Pat Johansen (Trustee)  
Judy Kay  
Sheila Marcinyshyn  
Mike Otway

**ABSENT WITH REGRET:**

David Fulton  
Theresa Graham

**OTHERS PRESENT:**

Colleen Kappel  
Lori Carson  
Calvin MacKenzie

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Trustee Pat Johansen

Seconded by Sheila Marcinyshyn

*"THAT the agenda for the May 21, 2014 SEAC meeting be approved."*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **Early Development Instrument (EDI) Analysis 2011-2012 – C. MacKenzie**

Calvin MacKenzie, Data Analysis Coordinator at Communities Together For Children, presented information and a PowerPoint on the Early Development Instrument survey results from 2012. A handout was also provided. Trustee Arnone requested information on the provincial average

of students with special needs. Mr. MacKenzie indicated he will obtain the information. Additional questions from members were addressed.

5. Approval of the Minutes

Moved by Trustee Pat Johansen

Seconded by Trustee Marg Arnone

*"THAT the minutes of the April 16, 2014 SEAC meeting be approved."*

CARRIED

6. Advocacy Tracking

The advocacy tracking template was circulated for completion by members.

7. Advocacy Reference Binder

Laura Sylvestre, Chair of SEAC, provided information on a draft Advocacy Reference Binder that was created to assist SEAC members when they are acting as Advocates. The binder was circulated for perusal. Members were asked to provide any suggestions for additional items to be included in the binder. In September 2014, a binder will be provided to all members who agree to be a SEAC Advocate.

8. Feedback From Strengths Based Parenting Presentation – March 19, 2014

The feedback received at the Strengths Based Parenting presentation was reviewed by members.

9. Final Report to PIC – Strengths Based Parenting Presentation

The final report was reviewed. Members, by consensus, approved the report for submission to the Parent Involvement Committee.

10. Correspondence From Rainbow District School Board

Mike Otway, VOICE Representative, and Laura Sylvestre, Chair, and Autism Ontario – Thunder Bay Chapter Representative, spoke to this item. Draft correspondence to the Ministers of: Education; Children and Youth Services; and Health and Long Term Care was reviewed by members. Information on the process for approval of the letter by the Board was provided to members.

Moved by Mike Otway

Seconded by Judy Kay

*"THAT SEAC approve the letter of support to the Ministries involved for submission to the Lakehead District School Board, for approval."*

CARRIED

11. 2013-2014 SEAC Work Plan – SMART Goal – Engaging the Community

The SEAC Work Plan SMART Goal – Engaging the Community was discussed by members. Members, by consensus, agreed to form an Ad Hoc Committee to plan the event. The following members agreed to be on the committee: Laura Sylvestre, Mike Otway, Judy Kay, Sheila Marcinyshyn, Theresa Graham and Lori Carson. A meeting will be coordinated prior to the next SEAC meeting.

12. Special Education Changes For 2014-2015

12.1 Transitions

Colleen Kappel, Superintendent of Education, provided information to members on the Transitions classes and changes for 2014-2015. The supports for students will be provided at the home school beginning in September 2014. A staff member to assist with behavior supports will be in place to assist with this change. Information regarding the restructuring of Section 23 programs was also provided. Questions from members were addressed.

12.2 Woodcrest Changes

Colleen Kappel, Superintendent of Education, provided information to members that the Multi-Needs Special Education class, currently at Woodcrest Public School, will move to Algonquin Avenue Public School effective September 2014. Questions from members were addressed.

13. PIC Member & Alternate Member For New Term Nov 15/14 – Nov 14/15

Laura Sylvestre, Chair of SEAC, informed members that the Parent Involvement Committee (PIC) has sent correspondence to SEAC requesting a member and alternate member for the term November 15, 2014 to November 14, 2015. Laura Sylvestre, current PIC member from SEAC, expressed an interest to remain as the representative for the new term. Mike Otway, VOICE representative, volunteered to be the alternate SEAC representative on PIC effective September 2014 and for the new term.

14. Information/Inquiries & Association Reports

14.1 Mike Otway, VOICE Representative, provided information to members and thanked the Board for permitting three teachers to attend the VOICE Conference.

14.2 Sheila Marcinyshyn, Anishnawbe Mushkiki member, provided information to members on the Sherbrooke Public School *Family Fun Fair* that will take place on Wednesday, June 11, 2014.

14.3 Jennifer Bean-Anderson, Canadian Diabetes Association member, provided information to members on a new national standard for schools that will be effective in the Fall, 2014.

15. Status of SEAC Budget 2013-2014

The status of the SEAC budget was provided to members. Laura Sylvestre, Chair of SEAC, asked members to consider revising and printing new SEAC posters and bookmarks with the funds remaining. Suggestions were provided by members. It was agreed that the Ad Hoc Committee that will plan the SEAC Orientation evening will also look at the posters and bookmarks and bring information back to the next meeting.

16. Board Update

Trustee Marg Arnone shared information on the following Board Meetings:

April 22, 2014 Regular Board Meeting

Items addressed at this meeting included:

- Agnew H. Johnston Public School – Agnew’s Student Well Being Strategy
- Literacy and Numeracy K-12;
- Aboriginal Education;
- Deferral of the Student Trustee Policy; and
- Alternative Voting Methods for the 2014 Municipal Election.

May 13, 2014 Standing Committee Meeting

- Introduction of the 2014-2015 Student Trustee, Hannah Smith;
- Ogden Community Public School – Project Hope;
- Operational Plan 2013-2014 – Facilities Update;
- Healthy Schools Update;
- Approval of the revised Student Trustee Policy;
- Approval of the Standing Committee and Regular Board Meeting schedules for 2014-2015;
- Approval of the Information Security Policy; and
- Approval of the 2014-2022 Policy Review Schedule.

17. Adjournment

Moved by Mike Otway

Seconded by Sheila Marcinyshyn

*“THAT we do now adjourn at 7:25 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2014 SEP 09  
Report No. 091-14

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: 3074 EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

1. Background

1.1 The Expense and Travel Reimbursement policy was approved, and accompanying procedures were reviewed at the June 26, 2012 Regular Board Meeting.

1.2 Revisions to the accompanying procedures were made and reviewed at the October 9, 2012 Standing Committee meeting, after it became clear that further clarification in certain areas were required.

2. Situation

In order to ease and make expense reporting more efficient, changes have been made to the procedure. Attached as Appendix A are the revised procedures.

3. Conclusion

Lakehead District School Board is committed to fiscal responsibility. As such, the Broader Public Sector Expenses guidelines are reflected in the Expense and Travel Reimbursement policy and procedures.

Respectfully submitted,

KIRSTI ALAKSA  
Manager of Financial Services

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – September 9, 2014***EXPENSE AND TRAVEL REIMBURSEMENT  
PROCEDURES****3074**1. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, Student Trustee, School Council or non-trustee Board committee member.

2. Procedures2.1 Travel

- 2.1.1 Travel within the jurisdiction of the Board does not require completion of the travel approval form; however, does require supervisor knowledge and approval.

All travel outside of the jurisdiction of the Board requires prior approval using the travel approval form according to the following:

Role	Level of Approval Required		
	Travel in Ontario	Travel in Canada and continental USA	International
Chair	Vice Chair	Vice Chair	Vice Chair
Vice Chair	Chair	Chair	Chair
Trustees	Vice Chair	Vice Chair	Chair
School Council Member	Director of Education or designate	Director of Education or designate	Director of Education or designate
Non-Trustee Board Committee Member	Superintendent	Superintendent	Superintendent
Director of Education	Chair	Chair	Chair
Superintendents	Director of Education	Director of Education	Director of Education
Employee	Supervisor/Principal	Supervisor/Principal & Superintendent	Director of Education
Consultant	Contract Manager	Superintendent	Director of Education

- 2.1.2 Other options for meetings and professional development are always considered before travel is approved (i.e. audio/video conferencing, webinars).

- 2.1.3 Employees, Trustees, Student Trustee, School Council members and non-Trustee members of Board committees shall make every effort to travel together in order to reduce the related expenses (ex. shared taxi, rental vehicle, mileage.)

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PROCEDURES****3074**

- 2.1.4 If travel is to be funded by an outside agency (i.e. Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines.
- 2.1.5 Staff and Trustees are encouraged to book flights, hotel and vehicle rentals with the Board's approved travel agent as part of their travel package.
- 2.1.6 Trustees are responsible to provide the Office of the Director with itineraries booked individually.
- 2.1.7 Student Trustee(s) shall work through the Office of the Director to secure travel and accommodation arrangements.
- 2.1.8 School Council members and non-Trustee Board committee members shall work through the Office of the Director or the office of the Superintendent of Education as appropriate, to secure travel and accommodation arrangements.
- 2.1.9 The most economical and practical mode of transportation that is available should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available.
- 2.1.10 Airplane – Economy (coach) class is the standard option for ticket purchase. In some cases, Board employees may need to use chartered aircraft. This is to be pre-approved by the individual's Superintendent.
- 2.1.11 Train – Coach class economy fare is the standard option for ticket purchase.
- 2.1.12 Rental Vehicle – When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:
- documented and approved prior to the rental if possible; and
  - guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.
- To avoid higher gasoline charges the rental vehicle must be refuelled before its return.
- 2.1.13 Use of Personal Vehicles - Reimbursement for the use of personal vehicles on Board business will be in accordance with Policy No. 3070 "Allowance for Use of Personal Vehicles".
- 2.1.14 Parking and Tolls – Reimbursement is provided for necessary and reasonable expenditures on parking, as well as, tolls for bridges, ferries and highways, when driving on Board business.



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PROCEDURES****3074**

- 2.1.15 Shuttles/Taxis – Local public transportation including hotel/airport shuttles should be used wherever possible.

Taxis may be justified in cases where:

- group travel by taxi is more economical than the cost of having individuals travel separately by public transit or shuttle; or
- taking a taxi allows you to meet an unusually tight schedule for meetings

## 2.2 Accommodation

- 2.2.1 Travellers shall use the recommended conference standard accommodation.
- 2.2.2 The Board will not reimburse individuals for movies or the use of mini-bars.
- 2.2.3 Internet access in hotels will be considered an eligible expense for employees and Trustees only.
- 2.2.4 Accommodations and meals when travelling the day before a meeting/conference and/or returning the day after a meeting/conference are generally not an eligible expense. Expenses may be eligible if flight times or other means of transportation on the same day of the meeting/conference are not conducive to meeting times, and/or at the discretion of the approver.

## 2.3 Meals

- 2.3.1 Reimbursement for **reasonable** meal expenses is subject to the maximum **daily** rates ~~set out in the chart below.~~ **of \$60 per day** ~~These rates include~~ **including** taxes and gratuities (15% max).

Maximum Rate	Guidelines
Breakfast \$10	<del>Travel commences before 6:00 a.m.</del>
Lunch \$20	<del>Travel commences before 11:30 a.m.</del>
Dinner \$30	<del>Arrival home after 7:00 p.m.</del>

Claimants shall take advantage of meals included in registration. Original, itemized receipts for meals are required and reimbursement must not exceed the actual amount spent. ~~The rates are not an allowance and they cannot be combined for one meal.~~ If using a Board Purchasing Card or Corporate Credit Card, claimants will be responsible for reimbursing the Board for overages on ~~meal~~ **the maximum daily rates and any unreasonable expenses.**

- 2.3.2 The cost of alcoholic beverages will not be reimbursed by the Board as part of a travel or meal expense.

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – September 9, 2014***EXPENSE AND TRAVEL REIMBURSEMENT  
PROCEDURES****3074**

2.3.3 For travel expenses that include meals for more than the claimant, the names of the additional individuals, and the business purpose of the expense must be included to be reimbursed.

2.3.4 Meetings over meal times are discouraged.

~~Meal rates apply to all professional development events and staff meetings whether held on site or off site.~~

~~For meeting expenses that include meals, the names of the individuals (or group) and the business purpose of the expense must be included to be reimbursed.~~

A light meal may be offered as part of a meeting where it facilitates the flow of the day and is unreasonable to expect individuals to obtain their own meals due to time constraints or location.

***Where a light meal is offered, meal rates of \$20 for lunch (inclusive) and \$30 for dinner (inclusive) apply, whether held on site or off site.***

2.4 Preparation and Processing of Claims

2.4.1 The official expense report form must be used and all original receipts must be attached. A travel approval form, and a copy of the itinerary must accompany the claimant's expense report.

2.4.2 Original, itemized receipts are required for all items to be claimed.

2.4.3 In the event the claimant loses or cannot obtain a receipt, the claimant must first request a replacement receipt from the vendor. If a replacement receipt cannot be obtained, the claimant must complete the lost receipt form.

2.4.4 If funding is obtained from more than one source, it is to be noted on the expense report.

2.4.5 Claims must be submitted to the Accounting Department, Jim McCuaig Education Centre, within fourteen days of the event.

2.4.6 Expense reports must be signed by the claimant and approved by the claimant's supervisor.

2.4.7 Trustee expense reports must be authorized by the Vice Chair of the Board. The Vice Chair's expense reports must be authorized by the Chair of the Board. All Trustee expense reports will be reviewed by the Superintendent of Business.

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – September 9, 2014***EXPENSE AND TRAVEL REIMBURSEMENT  
PROCEDURES****3074**

- 2.4.8 School Council members and non-Trustee Board committee member reports will be authorized by the Director of Education or Superintendent of Education, as appropriate.
- 2.4.9 An incomplete or inaccurate claim will be returned to the claimant for resubmission.
- 2.4.10 In order to provide a complete accounting for the cost of a trip or event, all prepaid expenses, including costs billed separately by the travel agent, prepaid registration and expenses paid by Corporate Credit Card/Purchasing Card must be included on the expense report. The total of these prepaid expenses must be deducted from the total cost of the trip or event in the appropriate section of the report.
- 2.5 Cash Advances
- 2.5.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and employees who are expected to regularly incur travel and meeting expenses may be provided with a corporate credit card/purchasing card.
- 2.5.2 A cash advance may be granted to the Student Trustee(s), upon the approval of the Director of Education or designate.
- 2.5.3 Cash advances will not be provided to employees, School Council or non-Trustee Board committee members.
- 2.6 Hospitality
- Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the Board or other Broader Public Service (BPS) organizations or Ontario government ministries, agencies and public entities. Functions only involving those people in the organizations listed above are not considered hospitality functions.
- 2.6.1 Hospitality may be extended in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol.
- 2.6.2 Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is an approved business case (see Business Plan for Provision of Hospitality or Alcohol Form)

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PROCEDURES****3074**

2.6.3 Prior written approval is required for hospitality events where alcohol will be served.

- If the hospitality event is hosted by a Superintendent, the Superintendent must seek prior approval from the Director of Education.
- If the hospitality event is hosted by the Director of Education, the Director of Education must seek prior approval from the Chair of the Board.

## 2.7 Gifts – Employees/Trustees

Gift cards/certificates cannot be given to Board employees for any reason. Board funds may not be used to purchase gifts (i.e. flowers, cards, mugs, plaques) for Board employees or their immediate family due to births, adoption, marriage, birthdays or other life events. These are considered personal and are not reimbursable.

There may be exceptional circumstances however, when the Director will approve Board funds for recognition of a staff member.

There may be circumstances that warrant recognition of employees, such as receiving awards for outstanding achievements, appearing as a guest speaker for an after hours event or long-term service with the Board or other exceptional circumstances that have been approved by the Superintendent or Director. In these circumstances, Board, school generated or School Council funds may be used to purchase token gifts of appreciation.

## 2.8 Gifts – Non-Employees

Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the Board. Cash and Alcohol (including gift cards for alcohol) must not be given as a gift.

## 2.9 Consultants & Other Contractors

2.9.1 Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

2.9.2 Consultants and other contractors may be reimbursed for travel and accommodation only if these provisions are included in the contract.

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – September 9, 2014***EXPENSE AND TRAVEL REIMBURSEMENT  
PROCEDURES****3074****2.10 Other Eligible Expenses**

Other eligible expenses incurred in carrying out the business of the Board are approved as part of the annual budget process. These items may include: equipment, supplies, meeting expenses, etc.

**3. Review**

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	December 15, 2009	
	June 26, 2012	
	October 9, 2012	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2014 SEP 09  
Report No. 093-14

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: COMPLIANCE AUDIT COMMITTEE

1. Background

1.1 Ontario Municipal Elections Act Section 81.1 states that all district school boards and municipalities establish a Compliance Audit Committee that is 'no fewer than three and not more than seven members and shall not include employees or officers of the municipality or local board, members of the council or local board, or any persons who are candidates in the election for which the committee is established.'

1.2 The purpose of the committee is to hear and decide on applications for compliance audit of a candidate's expenses.

2. Situation

The City of Thunder Bay has established a Compliance Audit Committee that other local municipalities and district school boards can use should the need arise.

3. Conclusion

Lakehead District School Board must pass a resolution to appoint the members of the City of Thunder Bay Compliance Audit Committee as the school board's committee at the September Regular Board meeting.

Respectfully submitted,

BRUCE SAUDER  
Administrative Services Supervisor

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2014 SEP 09  
Report No. 090-14

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: 2014 MUNICIPAL ELECTION - HONORARIA FOR BOARD MEMBERS 2014 - 2018

1. Background

- 1.1 Ontario Regulation 357/06 “Honoraria for Board Members” requires boards to set a new level of honoraria for Board Members of District School Boards by October 15, 2014.
- 1.2 On June 3, 2010 the Ministry of Education provided Directors of Education with a memorandum outlining the process for determining Trustee honoraria.

2. Situation

- 2.1 In accordance with Regulation 357/06, the following components make up Trustee honoraria:
  - 2.1.1 Base Amount – The base amount of \$5,900.00 increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between:
    - i) July 1 of the calendar year in which the previous term of office started, and
    - ii) June 30 of the calendar year in which the term of office starts

July 1, 2010 Ontario Consumer Price Index	116.0
June 30, 2014 Ontario Consumer Price Index	126.9
Percentage Increase	9.4%
Base Amount for the period Dec 1, 2010 to Nov 30, 2014	\$ 5,900
Base Amount for the Term Dec 1, 2014 to Nov 30, 2018	\$ 6,454

- 2.1.2 Attendance Amount – An amount not to exceed the attendance amount limit of \$50 that is paid to a member for attending any meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act.
- 2.1.3 Enrolment Amount – Board average daily enrolment (ADE) for 2013-2014 multiplied by \$1.75 divided by the number of elected Trustees (excludes First Nation and Student Trustees).

The following table represents the maximum amount a Trustee would receive for the period December 1, 2014 to November 30, 2018:

2013/14 ADE	8,512.46
<b><i>Trustees (excluding Chair &amp; Vice Chair)</i></b>	
Base Amount	6,454
Enrolment Amount	1,862
Attendance Amount	1,200
<b>Max Amount per Trustee</b>	<b>9,516</b>

- 2.1.4 Chair and Vice Chair – A maximum amount of \$5,000 for the Chair and \$2,500 for the Vice Chair are to be added to the base amounts determined for the Trustee honoraria. The Chair is also entitled to an extra enrolment amount of 5 cents multiplied by the ADE (minimum of \$500), and the Vice Chair is entitled to an extra enrolment amount of 2.5 cents multiplied by the ADE (minimum of \$250).



## RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve the maximum level of honoraria for the new term of office, December 1, 2014 to November 30, 2018, for Trustees of Lakehead District School Board.
2. Approve the maximum additional amounts for the new term of office, December 1, 2014 to November 30, 2018, for the Chair and Vice Chair of Lakehead District School Board.
3. Approve a maximum of \$50 for attending each meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act for the new term of office, December 1, 2014 to November 30, 2018.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education