

**POLICY: BOARD EXPENSES****SECTION: Section 1 – Toronto Public Library Board****MOTION#/DATE: 07 – XX – January 29, 2007**

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**Effective Date**

January 29, 2007

**Policy Objective**

This Policy sets out the parameters within which expenses are reimbursed to members of the Toronto Public Library Board, and the process for authorizing and receiving reimbursement.

**Underlying Principles**

Toronto Public Library (TPL) is governed by a Board of citizen members and City of Toronto Council members. According to City of Toronto Council policy, the volunteer citizen members of the Toronto Public Library Board receive no remuneration in payment or in kind for the work they perform as members of the Board. Members of the City of Toronto Council appointed to the Board receive remuneration as councillors from the City. This is also in accordance Council policy.

The dedicated and ongoing commitment of Board members to the mission and mandate of Toronto Public Library is recognized and appreciated as a vital element in the successful delivery of a contemporary, responsive and thriving public library service to all citizens of Toronto.

Among their responsibilities, members of the Board may participate in library leadership, development, information-sharing and networking activities. Therefore, provision is also made for reimbursement for membership in appropriate library associations, and for participation in library-related meetings, conferences, committees and executives, as approved by the Board.

## **Policy Statement**

The Board recognizes that to carry out their responsibilities, members incur expenses when tending to Board business.

### Library Board Meetings and Events

Citizen members of the Library Board shall receive an annual payment representing a reasonable estimate of expenses incurred attending Library Board meetings and events. This payment shall be made in accordance with the Principles of the City of Toronto's Expenses and Travel Policy for City Agencies, Boards, Commissions and Corporations.

### Memberships, Development, and Participation in External Organizations

The Board encourages members to contribute and provide leadership to the library community by participating in library associations and other library-related committees and initiatives. The Board has discretion regarding the extent to which it will authorize members' participation in library associations, conferences, committees and other similar activities, and in the number of Board development events attended per budget year. Reimbursement shall be made for incurring expenses in these categories in accordance with the TPL Expense Claim Policy.

### Trustee Recognition and Special Events

In appreciation of the extensive and significant contribution which members of the Board make to Toronto Public Library during their term of office, funds shall be included in the Board Expenses Budget for member recognition and special events.

## **Specific Directives**

### 1. Annual Payment of Estimated Expenses Incurred

The following annual payment of estimated expenses incurred by attending Library Board meetings and events shall be made:

- (a) Each citizen member of the Library Board shall receive \$500 (five hundred dollars);
- (b) A citizen Vice-Chair of the Library Board shall receive \$750 (seven hundred and fifty dollars);
- (c) A citizen Chair of the Library Board shall receive \$1,000 (one thousand dollars).

2. Memberships

- (a) The Board shall pay for membership in the following library associations for all members:
  - i) Ontario Library Association
  - ii) Canadian Library Trustees' Association
  - iii) American Library Association
- (b) The Board shall pay for voting membership in the Canadian Library Association on request for any member who serves on any committee or executive of the Association.
- (c) The Board shall review members' requests for reimbursement of other memberships on a case-by-case basis.

3. Development

Members shall be reimbursed for expenses in this category in accordance with the TPL Expense Claim Policy.

- (a) The Board shall allocate funds annually for development activities.
- (b) The Chair shall approve all attendance and will report to the Board on approvals.
- (c) Members shall report to the Board on conferences and workshops attended.

4. Participation on committees and executives of external organizations

Expenses incurred through authorized participation in library associations and other library-related committees and executives shall be reimbursed as follows:

- (a) The external organization is expected to reimburse members of its committees and workshops. If TPL is expected to reimburse some of these expenses, then the member must apply for approval to the Board before incurring any expense.
- (b) Reimbursement of expenses shall be made on the same basis as for conferences, in accordance with the TPL Expense Claim Policy.

5. Reimbursement of expenses

- (a) Expenses shall be reimbursed at rates approved by the City and in accordance with the TPL Expense Claim Policy.
- (b) Advances may be requested for accommodation, the Per Diem sundry expenses allowance, and ground transportation for attendance at out-of-town conferences or seminars or associated travel on behalf of the Board.

- (c) Requests for advances should be made within seven to fifteen business days prior to the start of the event, and are subject to the terms set out in the TPL Expense Claim Policy.
- (d) The Chair approves payment of the other members' expenses.
- (e) The Vice-Chair approves payment of the Chair's expenses.

6. Reimbursement for Childcare

The Board will pay for incidental childcare expenses incurred as a result of attending Board meetings or authorized Board business, where the Board deems financial hardship would otherwise result. Receipts must be provided.

### **Scope**

This Policy covers all expenses incurred by members of the Toronto Public Library Board.

### **Application**

This Policy applies to all citizens and members of Toronto City Council who are members of the Toronto Public Library Board.

### **Accountability**

The Toronto Public Library Board is accountable for the implementation of this Policy.

### **Appendices**

Appendix 1: References

Appendix 2: Inquiries

Appendix 1

**References**

- *City of Toronto Revised Remuneration Policy for City Agencies, Boards, Commissions and Corporations* (approved by Council on February 1, 2006)
- *City of Toronto Revised Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations* (approved by Council on February 1, 2006)
- *Toronto Public Library Expense Claim Policy*

Appendix 2

**Inquiries**

Director, Finance and Treasurer

Tel: (416) 397-5946

Fax: (416) 393-7115

Email: [lhugsham@torontopubliclibrary.ca](mailto:lhugsham@torontopubliclibrary.ca)