

**Toronto Seniors Housing Corporation (TSHC)
Board of Directors Reimbursement Policy**

Policy Sponsor: Director, Strategy and Business Management

Approver: Board of Directors

Initial Approval Date: April 28, 2022

Date of Last Revision: October 17, 2024

Effective Date: October 24, 2024

Policy Statement

This Policy sets out the guidelines for Directors of the Board to be reimbursed for reasonable expenses incurred in exercising their responsibilities as a Board Director. This policy will ensure that reimbursement is done in an accountable and transparent manner.

Scope

It is expected that in the course of exercising duties, expenses may be incurred by members of the Board of Directors. Pursuant to Section 5.5 of the Shareholder Direction between the City of Toronto and the Toronto Seniors Housing Corporation (TSHC), TSHC will reimburse Board Directors for reasonable expenses.

This policy applies to all expenses incurred by a director in performing their duties and responsibilities as a member of the Board and/or on behalf of the Board such as:

- representing TSHC at conferences, gatherings, meetings
- being asked to undertake certain specified activities for the Board, and
- participation in TSHC corporate and community events to which they have been formally asked to attend on behalf of TSHC in their capacity as a Board Director

Policy Guidelines

General Expenses Eligible for Reimbursement

A Board Director may be reimbursed for reasonable expenses incurred in the execution of their duties, including such expenses as:

- Meals (related expenditures that are incurred in the course of conducting the business of the Board or where the Board Director is entertaining a guest of the Board). Receipts must be provided.
- Parking when attending meetings and events for the express purpose of fulfilling duties or expectations as a Board Director of TSHC. Receipts must be provided.

- Upon request by a Board Director, travel costs to and from Board meetings may be reimbursed. Travel mode should be the most economical conveniently available. Receipts must be provided (except for Toronto Transit Commission (TTC) fares).
- Incidental childcare expenses as a result of attending Board meetings or on authorized Board business may be reimbursed where the Board deems financial hardship would otherwise result. Receipts must be provided.
- Any other expenses resulting from activities that are appropriate to fulfilling their role as a Board Director of TSHC.

Conference Expenses Eligible for Reimbursement

All TSHC travel by a Board Director must be approved by the Board Chair and the Chief Executive Officer in advance. Directors of the Board who are authorized to attend conferences on behalf of TSHC shall be reimbursed for related expenses including but not limited to the examples below.

Travel Expenses

- Travel costs must be based on economy fare rates, unless otherwise authorized by the Board. Directors of the Board may not use travel agents who charge service fees.
- Board Directors who use a personal car must claim the current per kilometer rate, as determined from time to time by TSHC to be consistent with City of Toronto rates and practices.
- Board members who use their own vehicle instead of traveling by air will be reimbursed at the rate of economy class airfare or the current approved mileage rate, whichever is less, unless specific rationale and authorization has been given for reimbursement at a higher rate.
- Reimbursement for TTC costs will be provided whenever a Board member is required and authorized to travel on Board business.
- Other allowable expenses include taxis, shuttles, local transportation and parking, related to their role at the conference as a representative of TSHC. Receipts must be provided.

Accommodation Expenses

Board members who travel from their point of departure to their destination and are required to stay overnight in their destination area in order to tend to Board business outside of Board meetings, shall be reimbursed for their accommodation costs. Accommodation at a hotel must be a single standard room convenient to the event being attended at the most economical price – the lesser of the actual costs or government rate, where available. Receipts must be provided.

Sundry Expenses

Sundry expenses such as meals not covered in the conference fees, reasonable

incidental and business expenses, including photocopies, courier charges, telephone calls, and mail services will be reimbursed when those expenses are in support of TSHC business. Expenses will be reimbursed at actual cost or up to 65 dollars in Canadian funds and up to 65 United States dollars per day outside Canada. No receipts are required. Where some or all meals are included in the conference/seminar, the per diem must be reduced accordingly.

Alcohol charges will not be reimbursed.

Submission of Expenses for Reimbursement

- All expenses must be reasonable and necessary to the business of the TSHC Board and must be within the budgetary parameters established by the Board of Directors.
- All expenses by Board Directors must be properly documented and retained in a format which may be reviewed by the Board, or a delegation thereof, from time to time.
- Acceptable proof of payment (e.g., receipts) must be submitted with any request for reimbursement.
- The acceptability of proof of payment will be determined by the Chief Executive Officer or delegate.
- Claim forms must be signed, both by the member making the claim and the Chair of the Board certifying that the expenses claimed were incurred in performance of the claimant's TSHC duties and authorizing the claim, before submitting it to TSHC Finance staff for processing. Another Board Member must sign the claim form for the Board Chair. This can be submitted electronically and not necessarily in paper format.
- It is within the responsibility of the claimant to submit all expense claims within ten business days of the end of each month to get reimbursement.
- If TSHC is reimbursing the claimant for only a portion of an expense and the claimant requires the proof of payment to make another claim, the proof of payment will be returned to the claimant with the notation on it of the portion reimbursed by TSHC.

Accountability

- The Chief Executive Officer or delegate will determine acceptable forms of proof of payment.
- Expense claims must be signed by the claimant and countersigned by the Chair of the Board certifying that the expenses claimed were incurred in performance of the claimant's TSHC duties. Another Board Member must sign the claim form for the Board Chair.
- TSHC will monitor expense claims to ensure that budgetary parameters established by the Board of Directors are not exceeded.
- TSHC will report to the Board Chair on all expenses claimed on a yearly basis.

- The Board shall report annually to the Shareholder the total expenses paid to each Board Director using the protocols established by the City’s Chief Financial Officer and Treasurer.
- TSHC will retain all expense claim forms and submitted receipts which may be reviewed by the Board, or a delegation thereof, from time to time.

Related Legislation, Regulations, and Policies:

- Shareholder Direction from the City of Toronto to Toronto Seniors Housing Corporation
- City of Toronto Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations
- City of Toronto Remuneration Policy for City Agencies, Boards, Commissions and Corporations
- TSHC Board of Directors Conflict of Interest Policy
- TSHC Expense Reimbursement Policy
- TSHC Process for Board Payments

Amendments:

Initial policy approved by the Board of Directors on April 28, 2022.

Policy reviewed in June 2024 with the following revisions, approved by the Board of Directors on October 17, 2024:

- Additional content included to enhance clarity.
- Additional content and edits included to align with the City of Toronto Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations and the TSHC Expense Reimbursement Policy.
- Review cycle of this policy identified as once every five years, or as required.

This Policy replaces the former Interim Expense Reimbursement Policy for Board Members, retired on October 24, 2024.

Next Scheduled Review Date: 2029

This policy will be reviewed once every five years, or as required.

Policy Contact

Director, Strategy and Business Management