



ASD-W
Anglophone School District West

GOVERNANCE POLICIES

Policy Type	Governance Process
Policy Name	Travel Expenses
Policy Number	ASD-W-GP11
Effective Date: September 20, 2017	Revised: December 14, 2023

Policy:

Travel expenses will be paid for all activities directly associated with the District Education Council mandate as outlined in the Provincial Education Act and Regulations, and the District Education Council policies.

Guidelines:

Directly link the activity to the District Education Council mandate as per the Provincial Education Act and Regulations. The activity should be related to the policies of the Council.

Purpose :

The purpose of this policy is to provide a common understanding of what is official business, the expectation around the type of activity, and the frequency of such travel claims.

As guidelines, not rules, there should be some flexibility and some ability to make decisions on what is reasonable for good public relations and community engagement.

Criteria:

Considerations:

1. What is the purpose for attending the event?
2. Will your participation at the event result in the it being placed on the agenda of a District Education Council meeting or be discussed at a Council meeting?
3. Does the event relate to the goals, priorities and responsibilities of the District Education Council?
4. Will participation at the event enable better communication between the Council and the public?
5. All travel claims **must** include a check list attached to the claim form (*see Appendix B*)

Appendix A: Events

Appendix B: Travel Form

MONITORING:

Method(s)	Frequency	Month
• Council Self-evaluation	• 1 time per year	• December

Appendix A:

EVENTS

- Are you representing the District Education Council (DEC) at this meeting?
- Consider the difference between attending a Parent School Support Committee (PSSC) meeting and a holiday concert. Is the Councillor actively participating in the event or just attending?
- Consider the difference between giving a speech versus being an audience member?
- If you are there to act as a representative of the DEC, there should be some recognition of who you are, the role of the DEC, and some responsibility on behalf of the DEC.
- Is there a formal request for DEC representation from a school Principal or PSSC Chairperson?
- When officially representing the DEC, there should be an official invitation by the organizing group and an expectation that a DEC representative would attend.
- If you were ill and unable to attend, would the requesting group wish to have another Councillor attend in your place to represent the Council? (i.e. graduations; PSSC meetings etc.)
- If the event could promote awareness of the District Education Council, is there an introduction, a photo opportunity or a chance to speak about or on behalf of the Council?



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Appendix B

**ANGLOPHONE SCHOOL DISTRICT WEST – DISTRICT EDUCATION COUNCIL
TRAVEL FORM**

NAME OF EVENT: _____

DESCRIPTION (Brief): _____

ROLE: _____

REQUESTED BY:

Minister of Education	Superintendent
Office of the Superintendent	DEC
School Administrators	PSSC Chair
PSSC	Other:

PURPOSE:

DEC Chair Meeting or Forum requested by Minister of Education
Minister Appointed Committees
Special Committee Requests
School Opening Ceremonies
District Appeal Board
Hiring Committees
DEC Standing Committees
Requested meetings with School Administrators (on PSSC or DEC matters)
Requested attendance at School Open House or with school community
Request to participate in School Review with Sub-district
Attendance at PSSC Meetings
Attendance at PSSC scheduled events related to school plan
Other