



# Administrative Procedure: Board Member Honoraria & Expenses

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## Board Member (Trustee) Honoraria

1. A member shall receive an honoraria consisting of the following components:
  - a. Base Amount
  - b. Enrolment Amount
  - c. Attendance Amount
  - d. Distance Amount

The Education Act deems one-third of the annual honorarium to cover a Trustee's out-of-pocket expenses.

2. For each year of the term of office beginning on December 1, 2014, a member shall receive a base amount of **\$5,900.00**.

3. The Board Chair shall receive an additional annual honorarium of \$5,000 as part of his/her base amount (Total = **\$10,900.00**).
4. The Board Vice-Chair shall receive an additional annual honorarium of \$2,500 as part of his/her base amount (Total = **\$8,400.00**).
5. Each year the enrolment amount will be recalculated based on the estimated average daily enrolment of the prior year. The enrolment amount will be set at the maximum limit (100%) allowed by Regulation with the Chair and Vice-Chair receiving an additional enrolment amount set at the maximum limit (100%) allowed by Regulation.
6. A Trustee who is a member of a Special Education Advisory Committee (SEAC), Supervised Alternative Learning For Excused Pupils Committee (SALEP), Audit Committee, Catholic Parent Involvement Committee (CPIC), or any committee of the Board that is required to be established by an Act or a regulation made under an Act, will receive a \$50 attendance amount for each meeting of these committees, that he or she attends or participates in via teleconference. Trustees are to claim these amounts on a separate claim form (Trustee Honoraria Claim).
7. A Trustee travelling, 200 kilometers or more one way, from his/her place of residence, to a Board or committee meeting, shall be reimbursed an additional \$50 distance amount. Trustees are to claim this amount on a separate claim form (Trustee Honoraria Claim).

## Reimbursement of Expenses

### Board Practice

Travel expenses are also subject to P-F 405 Travel Expenses and AP-F 405 Travel Expenses.

### Claim For Reimbursement of Expenses

On a monthly basis, Board members should submit an expense claim form to the Director's office. Blank forms may be obtained from the office of the Director or the accounts payable department. Claims will be approved by the Director of Education, or a designated senior official of the Board, subject to compliance with this policy, and processed for payment. In the case of the Chair of the Board, a designated senior

official of the Board other than the Director of Education, will approve expense claims. Reimbursement will be made by cheque.

Claims should be made under the following categories:

### Transportation

This includes kilometrage from residence to Board meetings, committee meetings, Board activities, conferences and conventions. It will be paid at the current Board determined kilometer rate. Travel expense is defined as the most practical mode of transportation to suit the occasion. If a Board member chooses to drive rather than traveling by plane, the claimed amount shall be the lesser of the two options.

### Other Travel Expense

These claims will include, but are not limited to, actual out-of-pocket expenses incurred for:

- hotel room charges (standard room)
- meal allowance determined by the Board (if not included in registration)
- board business telephone calls
- reasonable personal telephone calls
- taxi receipts
- parking fees
- other business expenses (eg. fax)

Actual meal expenses including tips and gratuities, in excess of the maximum allowed, will be considered for reimbursement if supported by actual itemized receipts and the amount is not deemed excessive; nor inappropriate. Expenses for alcoholic beverages will not be reimbursed.

### Other Expenses

Actual out-of-pocket expenses incurred which are incremental to the normal operation of a Trustee's home or business will be reimbursed.

These claims will include, but are not limited to:

- long distance business telephone and fax calls
- basic internet access plan

- computer/fax equipment and adequate technical support to access the Board's intranet system (Any equipment provided under this policy, remains the property of the Board, to be returned at the end of the member's term or terms of office.)

## Conference & Convention Attendance By Board Members

Notification of conferences or conventions that may be of interest to members of the Board, will be distributed or communicated from the office of the Director as the information is available.

Annual conferences that may be attended include:

- Diocesan Conference For Northwestern Ontario (All Trustees)
- OCSTA Annual Conference or CCSTA Annual Conference (Choice of Either)
- Annual Provincial Conference For Chairs, Vice-Chairs & Directors (Chair and/or Vice-Chair)
- New Trustee Conference Following An Election Year (Newly Elected Trustees)

Other area, regional, provincial or national conferences, may be attended in place of above-listed annual conferences, where the alternative convention is related to current and ongoing matters of importance and interest to the Board and where the cost of attendance is similar to the substituted conference.

Additional conferences may be attended when substantially funded by specific Ministry reimbursement or an external agency.

Travel to, and attendance at any conference, must be pre-approved by the Board. If a Trustee wishes to attend an event that may not be directly related to Board business, he/she should obtain prior Board approval, or approval from the Chair of the Board.

Examples of events that do qualify for Board business are:

- Trustee association meetings or events.
- Board or committee meeting (ie. budget committee).
- Events or professional development related to the Board's Mission or objectives.

Examples of events that do not qualify for Board business are:

- Community fundraising gala or charity function.
- Political activities or events.