

## SUPERIOR NORTH CATHOLIC District School Board

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<b>BOARD MEMBER (TRUSTEE) HONORARIA &amp; EXPENSES</b>
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### **1.0 BOARD MEMBER (TRUSTEE) HONORARIA**

- 1.1 The Education Act, Section 191 states: “Honarium for members of district school boards - (1) A district school board may pay to each member of the board, an honorarium in an amount determined by the board, to be payable to its members. (2) Maximum - The amount determined by a district school board under subsection (1) shall not exceed \$5,000 annually. (3) Chair and Vice-Chair: additional honorarium - A district school board may pay to its chair and vice-chair an honorarium that is additional to the honorarium payable under subsection (1), in an amount determined for the purpose by the board.”
- 1.2 The honorarium for each member of the Superior North Catholic District School Board shall be \$6,071.39.
- 1.3 The additional honorarium for the Board Chair shall be \$5,500.00 (total = \$11,571.39) with a review of this amount to be undertaken in the school year prior to each municipal election.
- 1.4 The additional honorarium for the Board Vice-Chair shall be \$2,750.00 (total = \$8,821.39), with a review of this amount to be undertaken in the school year prior to each municipal election.

### **2.0 REIMBURSEMENT OF EXPENSES**

#### **2.1 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, subject to compliance with this policy, and processed for payment. Reimbursement will be made by cheque.

Claims should be made under the following categories:

a) 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.

b) Other Travel Expense

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

- hotel room charges (standard room)
- per diem meal allowance determined by the Board (if not included in registration)
- 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 approved per diem amount, will be considered for reimbursement if supported by actual receipts and the amount is not deemed excessive.

c) 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.)

d) 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 include:

- Diocesan Conference For Northwestern Ontario
- OCSTA Annual Conference or CCSTA Annual Conference
- Annual Provincial Conference For Chairs, Vice-Chairs & Directors
- New Trustee Conference Following An Election Year

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.

e) Board/Committee Meeting Attendance By Board Members

- A Trustee traveling 200 kms or more one way from his/her place of residence to a board meeting, shall be reimbursed an additional \$50.00.
- Trustees attending a regulated SEAC or SALEP meeting, will be reimbursed an additional \$50.00.