

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
BOARD POLICY / REGULATIONS

Board Policy Number:	7.15
Subject:	Trustee Honoraria and Expenses
Effective Date:	Revised (528) January 30, 2007; Revised (820) September 25, 2007); Revised (314), (319), (320) November 24, 2009 – Effective December 1, 2009; Revised (157) April 27, 2010; (252) August 24, 2010);(V2)

This policy and accompanying regulations apply to Trustees, Student Trustees, school council members, and non-trustee members of Board committees.

The Board will issue the Trustee an honorarium for the four years beginning December 1, 2010 and ending November 30, 2014 based on Ontario Regulation 357/06 and subject to the *Public Sector Compensation Restraint to Protect Public Services Act, 2010*.

The Board will also accommodate certain business expenses for the Trustees as outlined in the accompanying Regulations.

For policies and regulations regarding Student Trustee Honoraria, see Board Policy 5.25 – Student Trustee.

REGULATIONS

7.15 TRUSTEE HONORARIA AND EXPENSES

The annual honorarium effective December 1, 2010 will be as follows:

ge annual ly based on enrolment and changes
in legislation.

In addition to the above honorarium, Trustees will be entitled to the following:

1. \$50.00 for attending any meeting of a committee of the Board that is required to be established by an Act or Regulation made under the Act. These meetings are the Special Education Advisory Council (SEAC) and the Supervised Alternative Learning for Excused Pupils (SALEP).
2. One (1) only of each of the following Board-owned equipment will be supplied to each trustee: computer; printer; home phone or cell phone or Blackberry; brief case; and file cabinet. All equipment and other supplies are to be obtained from

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Examples of events that may not be related to board business:

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

The following is a list of approved conventions or conferences for Trustees in compliance with S171.(1)17 of the Education Act regarding membership fees and traveling expenses:

Faith Meets Pedagogy

The Canadian Catholic Schools' Trustees' Association

The National Catholic Education Association (NCEA - an American convention)

The Ontario Association of Parent

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- a) The recognition of staff or others for outstanding achievement (i.e. retirement, service, meritorious awards, etc.);
- b) The engagement of representatives from other Boards, the broader public sector, industry, public interest groups or unions/associations in discussions on official matters;
- c) Providing individuals from provincial, national, or

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When meals are not included in the conference or event registration fee, the following pre-determined maximums (including taxes and gratuities) for reimbursement of meals on board business shall apply:

- Breakfast up to a maximum of \$25.00
- Lunch up to a maximum of \$35.00
- Dinner up to a maximum of \$55.00

Please note that expense reimbursements cannot be claimed for meals that are included in the conference or event registration fee. However, special exceptions may be made in circumstances where a Trustee is unable to attend meals which are provided at the conference.

If the conference or event is being held in the U.S., these amounts will be adjusted to reflect the current rate of exchange.

Any individual purchase that is greater than \$500.00 excluding travel expenses, requires prior written approval by resolution of the Board.

Gifts of appreciation are not to exceed \$40.00.

Examples of Potentially Reasonable Expenses:

- *Registration fee for attending professional development course/conference that is directly related to Board business and for which prior approval of the Board has been obtained.*
- *A lunch expense claim that exceeds the Board's limit due to a lack of alternative, suitable options. For example, dining at a hotel restaurant when there are no other options reasonably close by.*

Examples of Potentially Unreasonable Expenses:

- *A dinner expense claim that exceeds the Board's limit despite the existence of alternative, more suitable options. For example, dining at an expensive restaurant when there are other options close by. In such a case, an amount up to the Board's dinner limit should be claimed.*

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- OCSTA membership fee
- Administrative support to Trustees
- Ancillary costs associated with meetings
- Refreshments and meals before Board and committee meetings
- etc.

10. **PROCEDURE FOR REIMBURSEMENT OF BUSINESS RELATED EXPENDITURES**

10.1 All expense reimbursements are to be claimed by completing the ‘Trustee Expense Report’ – Form GF270T. *Receipts for all expenses are required.*

To substantiate each reimbursement, the claim form must have the following supporting documents attached:

- a) Original documentation including proof of payment

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Expenses by the Chair of the Board –

The Associate Director, Corporate Services and Chief Financial Officer, and in his/her absence the Superintendent of Financial Services and Treasurer, shall certify that the Chair of the Board's expenses claimed comply with Board policy and recommends that the Director approve the expense claim for reimbursement. The Director then approves reimbursement of expenses claimed by the Chair.

Expenses by Individual Trustees –

The Chair of the Board, and in his/her absence the Chair of the Audit Committee, shall certify that the Trustee expenses claimed comply with board policy and approves the expense claim for reimbursement.

Expenses by External Members of the Audit Committee –

The Associate Director, Corporate Services and Chief Financial Officer, and in his/her absence, the Superintendent of Financial Services and Treasurer, shall certify that the