



TRUSTEE HONORARIA AND EXPENSES

1.0.0 Trustee Honoraria

1.1.0 The honoraria for members of the Board will be set in accordance with the Education Act, Regulation 357/06 and Ministry funding provisions and shall be as follows:

- a base amount of \$5,900 per Trustee plus 100% of the C.P.I. adjustments as permitted by Regulation;
- 100% of the annual enrolment permitted by Regulation;
- an attendance amount of \$50 limit per meeting permitted by Regulation, set at \$1,200 per Trustee; and
- an additional amount of \$5,000 for the Chair of the Board and \$2,500 for the Vice-Chair of the Board;

2.0.0 Floral Tributes: Funerals and Illness

2.1.0 Limestone District School Board has made provision for:

- i. flowers or an appropriate donation to a charity or church of the family's choice upon the death of a Board member or immediate family member;
- ii. flowers or small memento for the illness of a Board member.

2.2.0 The Director's office will be responsible for deciding upon and providing whatever recognition is appropriate and will also be responsible for notifying other members of the Board.

3.0.0 Board Member's Expenses

The Limestone District School Board will include in its annual budget, and allocation for:

- i. travel expenses for Board members to attend meetings and seminars; and
- ii. a professional development fund for Board members

The Board shall reimburse a member of the Board for expenses incurred for:

- i. travel to and from their residence to attend a meeting of the Board, or a committee of the Board, which is held within the jurisdiction of the Board;
- ii. travel and related costs of “designated” business of the Board. “Designated” business shall include:
 - meetings of the Ministry of Education where the member’s attendance is requested by the Minister or the Board;
 - meetings of Trustee associations or other organizations where the member is directed to attend by the Board;
 - school graduations and other school functions where the member is invited by the principal to attend as a representative of the Board;
 - meetings of a School Council;
 - meetings called by the Director of Education or designate where the member is requested to attend;
 - conventions and conferences where the member is requested to attend by the Board;
 - subject to the budget allotment, conventions and conferences of an educational nature;
 - non-electoral meetings of municipal councils, other ratepayer associations, and other organized groups where the member is requested to attend as a representative of the Board;
 - other meetings or functions where a Trustee participates as a representative of the Board (OPSBA events).
- iii. all other expenses must be pre-approved in accordance with Administrative Procedure No. 510 Business and Travel Expenses.
- iv. individual Trustees seeking a legal opinion related to their potential conflict of interest. A sum each year not normally to exceed \$20,000 is to be added to the budget to reimburse individual Trustees seeking a legal opinion related to their potential conflict of interest. Each request shall be submitted prior to expenses being incurred, and shall be considered on its own merit by the Director of Education in conjunction with the Superintendent of Business.

3.1.0 Rates for Travel

- 3.1.1 All Trustees who travel on Board business shall be reimbursed for their vehicle and travel expenses.
- 3.1.2 The vehicle reimbursement rate shall be at the current per kilometer travel rate as determined by the Board through the process articulated in procedures for such adjustments.

3.2.0 Travel Arrangements

3.2.1 Arrangements for seminars, conferences and conventions may be made through the Director's office. This includes registration and accommodation for the seminars, conferences and conventions.

3.2.2 If a Trustee determines they will not be able to arrive at his or her prearranged accommodation, then the onus is on the Trustee to telephone the hotel to cancel the night's reservation.

3.3.0 Reimbursement Rates for Meals

3.3.1 The reimbursement rates for meals while on Board business shall be paid at the Board's current meal allowance rates. Itemized receipts are required for all meal claims (original receipts). Claims for meals cannot be made, where a meal is provided for attendees as part of the conference, seminar or meeting.

3.3.2 Claims for meals where the cost of the meal exceeds the allowance amounts may be made in exceptional circumstances such as when there is no eating establishment in close proximity that can provide a reasonable meal at a cost comparable to the meal allowance (e.g. metropolitan areas such as Toronto and Ottawa).

3.3.3 Alcohol expenses will not be reimbursed.

3.4.0 Expense Claims

3.4.1 Claims for reimbursement of expenses shall be submitted on a standard Board expense claim form and shall include itemized receipts for registration fees, hotel accommodation and meals. Expense claims should be submitted on a timely basis and normally should be submitted within two months of the last claim made.

3.4.2 The Chair of the Board shall certify that an individual Trustee's expense claim meets the requirements of Board policy and approve the claims.

3.4.3 The Superintendent of Business Services shall certify that the Chair of the Board's expense claim meets the requirements of Board policy and approve the claim.

3.5.0 Purchasing Supplies, Services and Books

3.5.1 Ongoing supplies and equipment required by Trustees, as part of their duties and responsibilities, will be provided through the

Board's regular procurement process. Should Trustees require other incident supplies/books, such items may be purchased directly by the Trustee and the expenses may be submitted through the regular claim procedures.

3.5.2 The cost of all supplies and equipment will be charged to the appropriate budget(s) set up for Trustees.

3.5.3 Each Trustee will be provided with a standard equipment package (laptop or desktop computer, printer, monitor and internet connection) at the beginning of their term. All equipment will be purchased through the Board's regular procurement process and all equipment must be returned to the Board at the end of the Trustee's term or the Trustee may purchase the equipment package at the end of the four year term for the residual fair market value, as determined by an independent corporate appraisal.

3.5.4 In addition to the above, each Trustee will be provided with a Board purchased cellular phone and standard corporate data package.

3.6.0 Recognition of Trustees on Retirement

3.6.1 When a Trustee has completed a period of service to the Board, and through retirement for any reason ceases to be a member of the Board, such service will be recognized by the members of the Board with an appropriate gift to be presented at a special occasion.

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