

BOARD POLICY 11 TRUSTEE HONORARIA AND EXPENSES	
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POLICY: 11

TRUSTEE HONORARIA & EXPENSES

BACKGROUND

The Renfrew County District School Board (RCDSB) believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational and fiscal practices.

The Board believes that a fundamental obligation is to preserve and enhance trust in public education, including the stewardship of resources of the RCDSB.

POLICY

1. **HONORARIA:** The honoraria for members of the Board will be set in accordance with the Education Act and shall be as follows:
 - 1.1. a base amount of \$5,900, plus \$5,000 for the Chair and \$2,500 for the Vice-Chair;
 - 1.2. Plus 100% of the enrollment amount permitted by regulation;
 - 1.3. an attendance amount of \$50.00 per meeting for trustees appointed to the Special Education Advisory Committee (SEAC) and the Supervised Alternative Learning (SAL), Parent Involvement Committee (PIC), and Audit committees, in accordance with the regulations.
 - 1.4. Trustees’ benefits will be provided in accordance with the Education Act for accidental death and dismemberment.

Trustee needs to claim these meeting payments through the Director's Executive Assistant.

2. **CENTRAL FUND EXPENSES:** Expenses of members for attendance at conventions and conferences shall be charged to the central fund under the following conditions:
 - 2.1. the member is directed to attend by Board motion;
 - 2.2. the member is the Board representative of a trustee association and is attending an activity of the association; or
 - 2.3. the member is summoned by the Ministry of Education or its officials.
 - 2.3.1. A member who attends a convention or conference may be required to make a brief report (oral or written) to an appropriate committee of the Board following the convention or conference.

All other convention or conference expenses of members shall be charged to the individual trustee's professional development allotment.

3. **INDIVIDUAL TRUSTEE EXPENSES**

- 3.1. The Renfrew County District School Board shall include in its annual budget, an allotment for:
 - 3.1.1. Attendance at one board-recognized conference per year; and/or other professional development opportunities as approved by the Chair.
 - 3.1.2. Additional requests may be approved by the Chair based on budget.
- 3.2. The Board shall reimburse a member of the Board for expenses incurred for travel to and from his/her residence to attend a meeting of the Board, or a committee of the Board, which is held within the jurisdiction of the Board; and travel and related costs of "designated" business of the Board, including:
 - 3.2.1. meetings of the Ministry of Education where the member's attendance is requested by the Minister or the Board;
 - 3.2.2. 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 to attend as a representative of the Board;
 - 3.2.3. meetings of a School or Parent Council
 - 3.2.4. meetings called by the Director of Education or designate where the member is requested to attend;
 - 3.2.5. conferences or meetings where the member is requested to attend by the Board;

- 3.2.6. subject to the budget allotment, conferences or meetings of an educational nature that are charged to the individual member’s professional development fund;
 - 3.2.7. meetings of municipal councils, other ratepayer associations, and other organized groups where the member is requested to attend as a representative of the Board;
- 3.3. The Renfrew County District School Board has established the following expenses and allowances:
- 3.3.1. All trustees are eligible to claim a cell phone or landline expenses up to a maximum amount of \$100 per month with receipts.
 - 3.3.2. All trustees are eligible to claim home internet service expenses up to a maximum of \$125 per month with receipts.
 - 3.3.3. All trustees are eligible for one (1) board-issued printer/scanner. Replacement toner cartridges and maintenance must be requested through the Director’s office. Trustees who choose to use their own personal printer/scanner may claim up to a maximum of \$50.00 per quarter for printer cartridge expenses. The board-issued printer/scanner is to be returned to the board at the end of a trustee's term.
 - 3.3.4. All trustees are eligible for a board-issued tablet and/or board-issued laptop. The board-issued tablet and laptop are to be returned to the board at the end of a trustee's term.
 - 3.3.5. Reimbursement of office supplies incidentals (i.e. stationery, supplies, etc.) up to a maximum of \$150.00 per year per trustee, where not already supplied by the Board.

4. **TRAVEL AND MEALS:** Rates for Travel and Meals shall be in accordance with the RCDSB AP on travel and meal allowances.

- 4.1. a per kilometer rate for automobile travel. Carpooling is encouraged.
- 4.2. A per diem, meal allowance for a member attending a conference or meeting as follows (or per RCDSB meal allowance if higher):

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$35.00
Full Day	\$65.00

- 4.3. No alcoholic beverages will be allowed for reimbursement.

- 4.4. Where meals are provided, trustees will not be reimbursed for meal expenses.
5. **PERSONAL USE OF AUTOMOBILE:** The Board shall not be responsible for any damages incurred to the trustee's vehicle as a result of its use. The automobile owner must carry a minimum of public liability and property damage insurance coverage of one million dollars (\$1,000,000). Trustees must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. Any additional cost of insurance is not the responsibility of the Board.
6. **TRAVEL ARRANGEMENTS:** It is the responsibility of the individual trustee to make their own registration and accommodations for seminars, conferences, and meetings.
 - 6.1. When arranging for trustee travel on Board business outside of the Board's jurisdiction, consideration shall be given to the most efficient, practical, and cost-effective transportation and accommodation arrangements.
 - 6.2. If a trustee determines that he/she will not be able to arrive at their prearranged accommodation, then the onus is on the trustee to telephone the hotel to cancel the night's reservation.
 - 6.3. Accommodation reimbursement shall be for a standard room - no additional reimbursement will be made for suites, executive floors, or concierge levels.
 - 6.4. A gift allowance of \$50.00 per night shall be provided if a trustee is staying with friends or family in lieu of a hotel stay.
 - 6.5. Under special circumstances, arrangements may be made through the Director's Office.
7. **EXPENSE CLAIMS:** Claims for reimbursement of expenses shall be submitted on a Board expense claim form, on a monthly basis, and shall include all original receipts. Where appropriate receipts, for out-of-pocket expenses, and details of expenditures are provided.
 - 7.1. The following expenses will be covered for trustees on Board business:
 - 7.1.1. Hotel room charges (standard room – no additional reimbursements will be made for suites, executive floors, or concierge levels)
 - 7.1.2. Taxi costs
 - 7.1.3. Parking fees
 - 7.2. The following expenses will not be covered:
 - 7.2.1. Movies;
 - 7.2.2. Charges for use of recreational/fitness facilities;
 - 7.2.3. Charges incurred by a family member;
 - 7.2.4. Parking tickets of Traffic Act violations;
 - 7.2.5. Alcohol
 - 7.2.6. Gifts

- 7.3. All claims for reimbursement of expenses for trustees require the authorization of the Chair of the Board. Expense claims of the Chair of the Board are approved by the Superintendent of Business.

8. **HOSPITALITY EXPENSES:** Hospitality is the provision of food, beverages accommodation, transportation, or other amenities at the Board's expense in the performance of official Board business. Hospitality at the Board's expense may only be extended by the Chair of the Board or Director of Education. Note: bar charges, LCBO receipts, and alcoholic beverages are not eligible expenditures.

9. **GIFTS OF APPRECIATION:** Token gifts of appreciation may be presented to non-staff members on approval of the Chair of the Board or Director of Education.

10. **TRIBUTE EXPENSES: FUNERALS AND ILLNESS**
 - 10.1. The Renfrew County District School Board will provide funds for:
 - 10.1.1. flowers or an appropriate donation upon the death of a Board member or immediate family member;
 - 10.1.2. flowers or an appropriate donation upon the death of a former member of the Board; and
 - 10.1.3. flowers or a small memento for the illness of a Board member.

 - 10.2. **Death of a Board Member:** Upon the death of a Board member, flowers to the value of \$150.00 plus taxes will be sent. In lieu of flowers, an equivalent cash donation of \$50.00 will be made to a charity or church of the family's choice. If the Board is requested to make the payment to a charity of its choice, the payment will be made to: the RCDSB's Student Support Fund (SSF).

 - 10.3. **Death of a Family Member:** Upon the death of an immediate family member of a trustee, arrangements will be made for the purchase of a floral tribute to the value of \$150.00 plus taxes on behalf of the Board. Immediate family is defined as a spouse, parents, and children. Other relations may also be recognized. Discretionary power is vested in the Chair or the Director of Education.

 - 10.4. **Hospitalization:** In the event of the hospitalization or serious illness of a Board member, flowers or another appropriate gift, to the value of \$100.00 plus taxes will be purchased and sent to the hospital or home of the trustee. If flowers are inappropriate, a suitable substitution such as a fruit basket or small memento may be provided. If the illness is extensive, additional purchases can be made at the discretion of the Chair or the Director of Education.

 - 10.5. **Operational Responsibility:** The Director's Office will be responsible for deciding upon and making an appropriate purchase, and will also be responsible for notifying members of the Board.