



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure <b>Honoraria for Trustees</b>	Administrative Procedure Number <b>616</b>
Directional Policy <b>600 - Stewardship of Resources</b>	

**Title of Administrative Procedure:**

Honoraria for Trustees

**Date Approved:**

June 4, 2024

**Projected Review Date:**

2029

**Directional Policy Alignment:**

This Administrative Procedure aligns with the purpose of the Stewardship of Resources Direction Policy - 600 by ensuring there are clear and transparent actions being undertaken by the Board of Trustees in determining their honoraria for their term of office.

**Alignment with Multi-Year Strategic Plan:**

The Honoraria for Trustees Administrative Procedure aligns with the Board's Multi-year strategic plan, particularly our strategic priorities of Maximizing Resources and Valuing Relationships. The Administrative Procedure outlines a clear link with legislation and funding to ensure Honoraria are compensated in accordance with applicable regulations and guidelines. It is also important that Trustees are recognized for their valuable contribution to Catholic Education.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

## **Action Required:**

### **1.0 Background**

The trustee annual honoraria provides compensation for all activities required of trustees including attendance at regularly scheduled meetings of the Board and committees of the Board, Board hosted functions, meetings of other organizations or Boards on behalf of the Board, and area related activities. In addition, the Board may reimburse a trustee for out-of-pocket expenses reasonably incurred for specific business of the Board and in carrying out the responsibilities of a trustee.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to operating in an open and transparent manner. This procedure outlines the method for calculating limits on honoraria, in accordance with Section 191 of the Education Act and other applicable legislation as may be amended from time to time. This administrative procedure does not apply to student trustees.

### **2.0 Components of honorarium**

For a term of office, the honoraria for trustees of the Board, in respect of any year of their term of office, shall consist of the following components as the Board determines;

- 2.1. The base amount for the year
- 2.2. The enrolment amount for the year
- 2.3. The attendance amounts payable to a trustee for the year
- 2.4. The distance amounts payable to a trustee for the year

A Board members' term of office is four years in length, beginning on November 15th of the election year and ending November 14th of the next election year, as described in the Education Act.

### **3.0 Decisions regarding components of honoraria**

The Board may, at any time, by a Board resolution, change the determination of its honoraria such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year.

The Board may restore the honoraria to its previous amount at any time.

## Responsibilities:

### The Board of Trustees is responsible for:

- Ensuring alignment with the Stewardship of Resources Directional Policy,
- Reviewing the Honoraria for Trustees Administrative Procedure as part of its regular policy and procedure cycle,
- Establishing by Board motion, on or before October 15 of the calendar year in which the term of office begins,
  - (a) which components it will be paid during the term of office;
  - (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid;
  - (c) for the enrolment amount, if the component will be paid, the percentage to be applied in calculating the enrolment amount limit for the member for each year of the term of office.
- Approving the honoraria on an annual basis for each year of a term of office, and reconfirming the components of the honoraria.

### The Director of Education is responsible for:

- Ensuring the implementation and compliance of this administrative procedure, including the designation of resources.
- Ensuring a report is brought in each succeeding year of the term of office outlining the proposed calculations for honoraria for Board consideration.
- Reviewing and publishing the list of committees eligible for the attendance amount if it is to be paid.

## Progress Indicators:

- Compliance with the Education Act, Section 191, and Ontario Regulation 357/06.

## Definitions:

**Base Amount** - The Base Amount for a trustee for a year of office is an amount that does not exceed the base amount limit, as determined by Regulation. In addition to the Base Amount, the Chairperson and the Vice-Chairperson will receive additional responsibility remuneration, as determined by Regulation.

**Attendance Amount** - A trustee may be paid an attendance amount (as determined by Regulation) for attending any meeting of a committee of the board that is required to be established by an Act or a Regulation made under an Act.

**Distance Amount** - By way of Board motion, a distance amount, as determined by Regulation, may be paid to a trustee if all the following criteria are met:

- Jurisdiction is greater than 9,000 square kilometres;
- Dispersal factor per Ontario Regulation 412/00 is greater than 25;and,
- A trustee travels more than 200 kilometres from their residence to attend in person a meeting of the Board or a committee of the Board that is required to be established by an Act or a Regulation made under an Act.

**Enrolment** - For the purposes of this Administrative Procedure enrolment is considered to be the board's day school average daily enrolment for the school board fiscal year that ends in the calendar year in which the Enrolment Amount is calculated; and, shall match Schedule 13 of the Board's financial report to the Ministry of Education as required by regulation.

**Enrolment Amount** - The Enrolment Amount limit for the year is determined by multiplying the enrolment of the Board by a dollar amount, as determined by Regulation. The enrolment amount shall be calculated anew in each year of a trustee's term of office. The Enrolment Amount limit is divided by the number of trustees. An additional Enrolment Amount for the Chairperson and Vice-Chairperson is added by multiplying the enrolment of the Board by a dollar limit, as determined by Regulation.

## References:

- [Education Act, Section 191](#)
- [Ontario Regulation 357/076, "Honoraria for Board Members"](#)
- [Ontario Regulation 412/00, "Elections to and Representation on District School Boards"](#)