

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

TITLE OF ADMINISTRATIVE PROCEDURE:

Honoraria for Trustees

DATE APPROVED:

October 23, 2018

PROJECTED REVIEW DATE:

September, 2023

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 Stewardship of Resources Directional Policy which in turns supports our Vision for Achieving Excellence in Catholic Education: Learn-Lead-Serve. This vision calls the Board to the following Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

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 Ontario Regulation 357/06, as amended from time to time. This procedure does not apply to a student trustee.

2.0 Components of honorarium

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

- The base amount for the year
- The enrolment amount for the year
- The attendance amounts payable to a trustee for the year
- The distance amounts payable to a trustee for the year

A year of a trustee's term of office begins on December 1 and ends on the following November 30.

Effective in 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14

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 pay 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.
- Bringing a report in each succeeding year of the term of office outlining the proposed calculations for honoraria for Board consideration

PROGRESS INDICATORS:

- PVNCDDSB will achieve 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.
- **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.
- **ATTENDANCE AMOUNT**
By way of Board motion, 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 the Board's jurisdiction is greater than 9,000 square kilometres and if a trustee travels more than 200 kilometres from his or her residence to attend in person a meeting of the Board or of a committee of the

Board that is required to be established by an Act or a Regulation made under an Act.

REFERENCES:

- Education Act, Section 191
- [Ontario Regulation 357/076, "Honouraria for Board Members"](#), as amended