

BOARD POLICY XX	
Adopted	
Last Revised	
Review Date	

## BOARD MEMBER ~~TRUSTEE~~ HONORARIA, EXPENSES AND HOSPITALITY REIMBURSEMENT

### 1) OBJECTIVE:

Hastings and Prince Edward District School Board recognizes the importance and value of providing fair levels of honoraria for Board members as set out in Ontario Regulation 357/06. Hastings and Prince Edward District School Board shall provide equipment and support services required by Board members to carry out their responsibilities as members of the Board. In addition, HPEDSB will reimburse Board members for workshop and conference activities and any other specified out-of-pocket expenses incurred in carrying out their duties as per Procedure 510: Travel Expense Reimbursement. HPEDSB supports the provision of approved hospitality expenses incurred on behalf of HPEDSB to foster the development of partnerships and community relationships. HPEDSB actively partners with individuals, communities and organizations to build engaging learning environments.

### 2) DEFINITIONS

- a) **Year of term of office** - begins on ~~November 15th~~ ~~December 1st~~ and ends on the following November ~~14th~~ ~~30th~~, as described in the *Education Act*.
- b) **Average Daily Enrollment (ADE)** - as calculated in the Regulation issued under Section 234 of the *Education Act*.
- c) **Ontario Public School Boards' Association (OPSBA)** - represents public district school boards by helping member boards fulfill their mandates and providing a voice for public education in Ontario.
- d) **Hospitality** - the provision of food, beverages, accommodation, transportation or other amenities at HPEDSB's expense ~~for those not in HPEDSB..~~ Hospitality does not include functions offered solely for the benefit of employees or people engaged to work for the Broader Public Sector organization or any Ontario Government Ministry.
- e) **Board Business** - includes the following events:
  - i) Board member association meetings or events,
  - ii) ~~Board and Board committee meetings, and~~
  - iii) events or professional development that allow Board members to become knowledgeable and remain current with educational trends and directions.
- f) **Rewards Program** - Any loyalty, points or discounts from any program that offset the cost of any item or service such as Air Miles, Aeroplan, Tim Hortons rewards, etc.
- g) **Fiscal year** - September 1 - August 31

### 3) COMPONENTS OF HONORARIUM:

The honorarium for a member of the Board, in respect of any year of their term of office, shall consist of the following components:

- a) **Base amount**
  - i) For each member of the Board, for each year of the term of office beginning on ~~November 15~~ ~~December 1, 2014~~, the base amount paid shall be five thousand nine hundred dollars (\$5,900.00).
  - ii) ~~For each year of a term of office beginning after December 1, 2018, the amount calculated for the first year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between:~~
    - (1) ~~July 1 of the calendar year in which the previous term of office started; and~~

~~(2) June 30 of the calendar year in which the term of office starts.¶~~

- ~~iii) The amount paid to the chair shall be the base amount above plus five thousand dollars (\$5,000.00).~~
- ~~iv) The amount paid to the vice-chair shall be the base amount above plus two thousand five hundred dollars (2,500.00).~~

~~All amounts noted above are subject to any change in the legislation.~~

**b) Enrolment amount**

- ~~i) For each member of the Board, the enrollment amount paid shall be one hundred percent (100%) of the calculation described in Ontario Regulation 357/06. This amount shall be recalculated for each year of the term of office. The calculation will reflect the ADE for each fiscal year of the term of office.~~
- ~~ii) The amount paid to the Board chair shall be the enrollment amount above plus the sum of the ADE multiplied by five cents (\$0.05) with a minimum of five hundred dollars (\$500.00) and a maximum of five thousand dollars (\$5,000).~~
- ~~iii) The amount paid to the vice-chair shall be the enrollment amount above plus the sum of the ADE multiplied by two and one-half cents (\$0.025) with a minimum of two hundred fifty dollars (\$250.00) and a maximum of two thousand five hundred dollars (\$2,500.00).~~

~~All amounts noted above are subject to any change in the legislation.~~

**c)**

- ~~i) A member of the Board, chair or vice-chair who is a member of the Accessibility Committee, Audit Committee, Parent Involvement Committee, Special Education Advisory Committee (SEAC) or Supervised Alternative Learning Committee (SAL) shall receive fifty dollars (\$50.00) for each meeting of those committees that they attend. To be eligible for the meeting attendance amount, board member Trustees must submit confirmation of attendance at the meeting and include the committee name, date of the meeting to the Director's Office within 30 days following the date of the meeting.~~

~~All amounts noted above are subject to any change in the legislation.¶~~

**d) Distance amounts**

- ~~i) The distance component of the honorarium does not apply to Hastings and Prince Edward District School Board.~~

**4) EQUIPMENT**

- ~~a) Board members will be provided with the following office equipment and associated services throughout their term of office:
 
  - ~~i) home based laptop computer and printer (if requested),~~
  - ~~ii) paper shredder, (if requested),~~
  - ~~iii) board cell phone following Procedure 393: Cellular Devices¶~~
  - ~~iv) high speed internet service reimbursed up to a maximum amount of \$100.00 per month, and~~
  - ~~v) office software (if needed)~~
  - ~~vi) access card to Education Centre~~~~

~~In addition, the chair of the board will be provided with a mobile wireless communication device.~~

  - ~~b) A mobile communication device will be provided upon submitting filing a written request with the board secretary and will follow Procedure 593: Cellular Devices. If a board member Trustee opts to use their personal cell phone, repairs to personal cell phones will not be eligible for reimbursement.~~
  - ~~c) All equipment and services will be subject to board procedures. technology and updates will follow our administrative systems upgrade cycle.~~
  - ~~d) All equipment and services must be returned to the board at the end of the member's term of office.~~
  - ~~e) The loss or theft of any equipment supplied must be reported to the Director's Office as soon as possible following the incident.~~

**5) SUPPORT SERVICES**

- a) Board members will have access to the following services as required to carry out their duties throughout their term of office:
  - i) administrative support through the director of education's office,
  - ii) photocopying,

- iii) business cards and/or board identification, and
- iv) consumable supplies for home office, and
- v) ~~board courier delivery as required. (this is no longer used)~~¶

## 6) TRAVEL ON BOARD BUSINESS

- a) Reimbursable expenditures are those that relate directly to Board business.
  - i) Disputes about the eligibility of any expense shall be directed to the senior business official who will reference the Broader Public Sector Expense Directive.
  - ii) If the issue is not resolved at this level, the dispute will be referred to an external member of the Audit Committee.
  - iii) ~~If a satisfactory resolution is not reached, then the affected board member party shall contest the decision during a public session of the board.~~
- b) Board members may be reimbursed for travel expenses incurred while on Board business. For the purpose of distance calculations, board member ~~trustees~~' working base shall be their home.
- c) Travel authorization guidelines for the authorized use of personal vehicles on board business and reimbursement for hotel room charges, meals, transportation and other travel costs ~~are outlined~~ ~~are~~ ~~described~~ in ~~Administrative Procedure 510 – Travel Expense Reimbursement.~~
- d) ~~Board members working within the board's jurisdiction will be eligible for reimbursement of transportation costs at a rate determined annually in accordance with Procedure 510: Travel Expense Reimbursement, by the Operations and Finance Committee and approved at Public Board.~~
- e) Board members travelling outside the province of Ontario are eligible for reimbursement of costs subject to the following conditions:
  - i) all proposals for Board members to travel outside the province of Ontario must come to a public Board meeting for approval;
  - ii) the purpose for travel outside the province of Ontario must be clearly linked to the school board's priorities as articulated in the multi-year strategic plan;
  - iii) Board members will provide a report highlighting the professional learning connected to the travel outside Ontario at a public Board meeting.

~~Guidelines related to hotel room charges, meals, transportation and other travel costs are included in Administrative Procedure 510: Travel Expense Reimbursement and in section 63, sub-section cc, item iii above.~~¶

- f) ~~Cash advances for travel may be provided to Board members who are unable to use their own credit. Board credit cards are available provided to board member Trustees who request to have one through: Procedure 507: Purchasing Card. A corporate credit card is issued to approved employees and board member Trustees to facilitate the controlled purchase and payment of goods and services as outlined in procedure and necessary in conducting HPEDSB business.~~

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- g) ~~Claims for reimbursement must be made using Form F510-1 Travel and Expense Claims.
 
  - i) The claimant must sign and date the form and attach all original receipts.
  - ii) Credit/debit slips must be accompanied by the original receipts.
  - iii) ~~The purpose of the trip must be stated and the specific budget code recorded.~~~~
- h) ~~The chair of the Board approves payment of individual Board members' claims, thereby certifying that they meet the requirements of Policy XX 3-F. The senior business official approves the C chair of the Board's expense claims, thereby certifying they meet the requirements of Policy XX 3-F.~~

## 7) WORKSHOPS AND CONFERENCES

- a) Ontario Public School Boards' Association (OPSBA) events such as the annual business meetings, regional meetings, the labour relations symposium and/or executive/committee meetings are charged to the board member's professional development account. ~~OPSBA travel account.~~
- b) The budget amount for board member professional development workshop and conference expenditures is set annually by the board through the budget process and is to be divided equally among board members. ~~Board members may transfer funds to the conference account of another Board member in order to address an identified need.~~¶

- ~~e) Board members may attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends and directions.~~
- d) Advance discounts should be realized on registration fees where possible.
- e) Workshop and conference expenditures may include:
  - i) course, conference or workshop registration,
  - ii) travel to the event as outlined in ~~Administrative Procedure 510~~,
  - iii) standard hotel accommodation as outlined in ~~Administrative Procedure 510~~,
  - iv) meals for the registrant not included in the registration fee as outlined in ~~Administrative Procedure 510~~.
- f) For out-of-district travel to workshops and conferences, distance calculations for workshop and conference expenditures will be calculated based on ~~the lesser of the distance from the Education Centre or the Board member's place of residence~~.
- g) During the school year in which an election is held, ~~twenty five (25)~~ **twenty percent (20%)**
- h) per cent of the annual allocation will be allotted to Board members. Once the new Board is sworn in, the remaining ~~seventy five (75)~~ **eighty percent (80%)** will be released.
- i) ~~It is the responsibility of the Director's Office Business Services to monitor the individual accounts that make up the board's total budget for travel and conferences. these expenditures.~~

## 8) REPORTING

- a) All Board members' expenditures are reviewed annually. ~~A year to date summary of Trustee expenses will be shared at the September Physical Planning, Finance and Building Committee. A year to date summary of board member Trustee expenses are submitted at the June Committee of the Whole meeting.~~
- b) ~~It is the responsibility of the Director's Office Business Services to monitor the individual accounts that make up the board's total budget for travel and conferences. these expenditures.~~
- c) Board Members' may access their accounts through the Director's Office.

## 9) HOSPITALITY REIMBURSEMENT OF EXPENSES SUBJECT TO THE FOLLOWING PARAMETERS:

- a) Approval of the Director of Education ~~or a supervisory officer~~ is required prior to incurring hospitality expenditures.
- b) Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate HPEDSB's business or is desirable as a matter of courtesy,
- c) Reimbursement for the reasonable cost of alcohol is permitted for formal events with advance consultation at committee or Board. The cost of alcoholic beverages should not exceed the cost of the food.
- d) Token gifts of appreciation valued up to \$50.00 may be extended to persons in exchange for donated services. Gifts above \$50.00 must be approved by the Director of Education or Chair of the Board as appropriate.
- e) Consultants and Other Contractors:
  - i) In no circumstances are hospitality, incidental or food expenses considered as allowable expenses for consultants and contractors in any contract between HPEDSB and a consultant or contractor. Reimbursement for allowable expenses can be claims and reimbursed only when the contract specifically provides for it.
- f) Reporting:
  - i) Claims for reimbursement must be made using Form F510-1 Travel and Expense Claims or through the ~~board member's employee's~~ purchasing card statement, if applicable.
    1. The claimant must sign and date the form and attach all original receipts.
    2. Credit/Debit slips must be accompanied by original detailed receipts.
    3. All hospitality expense claims will be reviewed by the Director of Education/Chair of the Board as appropriate.
  - ii) The following information must be submitted on the expense report:
    1. the form of hospitality (meal, reception, refreshments, etc., must provide detailed receipt for expense)
    2. date, name and location of event,

3. names of individuals entertained, titles and employer.
4. ~~(budget code will be applied by the Director's Office)~~

## 10) INELIGIBLE EXPENSES

Without limiting expenses that may be eligible for reimbursement, the following expenses are ineligible for reimbursement:

- a) alcohol
- b) books, magazines, periodicals, subscriptions that have no demonstrated relation to the duties of a board member trustee
- c) installation and/or monthly fees for TV/cable/streaming services
- d) community fundraising gala or charity functions that do not directly support students in HPEDSB
- e) computer or technology equipment which does not conform with HPEDSB's standards
- f) entertainment events such as theatre productions, musical performances, or other concerts except for HPEDSB productions
- g) donations to fundraisers or other events organized through a school that are outside of work or operations funded by the Province such that teachers, parents and students are contributing from personal funds. For example, fundraisers for families in need or gifts for families during faith celebrations
- h) donations to charitable organizations including the:
  - i) ~~donations to~~ HPE Learning Foundation,
  - ii) legal fees,
  - iii) raffle tickets, silent auction, table prize tickets

If there is a dispute about the eligibility of an expense for reimbursement, a board memberTrustee may appeal the decision through a request to the Audit Committee. The request shall outline the issue, reasons for the expense and the basis for the appeal. The determination by the Audit Committee of the eligibility of the expense is final.

## 11) RESPONSIBILITIES

- a) Board members Trustees shall provide any claim for reimbursement together with original receipts, as soon as practicable after incurring the expense. All claims shall be submitted within the fiscal year that the expense was incurred to be eligible for reimbursement. All claims shall indicate the reason for the expenditure.
- b) Board members Trustees shall only claim expenses that were paid. If a Reward Program was used, only the actual paid amount shall be reimbursed and not the full value of the item or service.
- c) Where board members Trustees are unsure of whether an expense or event is related to their duties as a board member trustee, prior approval before claiming reimbursement of costs should be obtained from the Chair of the Board in consultation with the Director of Education.
- d) The Director of Education is authorized to and shall issue such procedures as may be necessary to implement this policy.
- e) The Chair of the Board shall certify that the board memberTrustee expense claims meet the requirements of Board policy and authorize payment of the claim. The Superintendent of Business Services shall certify that the Chair of the Board's expense claims meet the requirement of Board policy and authorize the payment of the claim.
- f) All claims are processed in a timely manner and reimbursement of funds are deposited to the board memberTrustee's bank account.

### Legal References:

- Education Act, section 191 Honoraria and Travel Expenses; section 234 Legislative Grants
- Ontario Regulation 357/06 Honoraria for Board Members
- Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25
- ~~Broader Public Sector Expense Directive~~



**Board References:**

- [Broader Public Sector Expense Directive](#)
- Policy 1: Board Vision, Mission and Priorities
- HPEDSB By-Laws
- Procedure 510: Travel Expense Reimbursement
- Procedure 593: Cellular Devices
- ~~Policy 4: Corporate Board Job Description~~
- ~~Policy 5: Director of Education Job Description~~
- 2020-2025 Strategic Plan
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