



SECTION:	Board Governance and Operations	APPROVAL DATE:
SUBSECTION:	Trustee Services	January 1, 1998
POLICY NAME:	Trustee Honoraria	LAST REVISED:
POLICY NUMBER:	R.BGO.D.1	October 15, 2010

1. HONORARIUM

- 1.1 The Board, through Ontario Regulation 2006, 0212, shall establish the honorarium which shall be paid to trustees.
- 1.2 As per this Regulation, trustee honoraria shall be determined by the:
 - base amount for the year
 - enrolment for the year
 - attendance amounts payable to the member for the year.
- 1.3 A trustee's honorarium and other approved expenses shall be paid quarterly. A year of a member's term of office begins on December 1.

2. ATTENDANCE

- 2.1 Attendance will be recorded at all Board meetings and committee meetings. A trustee who attends all or part of a Board or committee meeting shall be recorded as in attendance. Late arrivals or early withdrawals from meetings shall be recorded in the minutes.
- 2.2 Subject to 2.1, a deduction of \$75 per absence shall be made from the allowance of a trustee for each absence in excess of four from meetings of the Board or those major standing committees to which he or she is assigned during a year extending from December 1 to November 30.
- 2.3 When a trustee is absent as a result of authorized Board business, paragraph 2.2 shall not apply.
- 2.4 A trustee who is absent from a meeting of the Board or from a committee meeting of which he or she is a member will be recorded as absent, but in the case of Board meetings, the Board may, by resolution passed and entered in the minutes of a Board meeting, authorize such absence.
- 2.5 A trustee who will be unable to attend a meeting of the Board or a meeting of a committee of which he or she is a member, is expected to inform the Board Secretary prior to the meeting.

3. EXPENSES

- 3.1 Expenses incurred while a trustee is on Board business shall be paid by the Board. Trustee expenses are covered by the honorarium, one third of which is designated for expenses and is therefore tax-free.
- 3.2 Travel expenses shall be paid by the Board, after the first 16 km, when a Trustee attends a meeting of the Board or a committee meeting.
- 3.3 Subject to 4.2, a trustee using his or her own vehicle on Board business shall be paid at a rate per kilometre as specified in the Travel Expense Policy.
- 3.4 A trustee using public transportation on Board business shall be reimbursed for the amount of the fare.

- 3.5 Other expenses incurred by a trustee while on Board business shall be reimbursed for the actual amount of the expenses incurred.
- 3.6 A trustee who wishes to claim travel allowance or reimbursement for expenses shall prepare an itemized statement and shall attach receipts for any individual expense which exceeds \$10.00.

4. CONFERENCE EXPENSES

- 4.1 A trustee may claim expenses which are incurred through attendance at a conference which has been approved by the Board either directly or through policy.
- 4.2 The Board will pay expenses including: registration fee, including meal plan where available; travel; hotel accommodation at standard room rates; parking; necessary meals in addition to those included in the meal plan; other reasonable and necessary expenses.
- 4.3 Meal expenses not included on a meal plan shall be reimbursed up to a maximum of \$50.00 per day.
- 4.4 The per diem allowance will not apply where trustees attend a conference on their own volition.
- 4.5 The Board shall not incur any additional expenses through the attendance of a spouse of a trustee at any conference.