DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Learning and Living in Faith

POLICY – PO217

Trustee Expenses and Entitlements

Area: Governance
Source: Chief Financial Officer

Approved: April 26, 2011 (217); March 26, 2007 (213)
Revised: May 11, 2020 (217); September 27, 2010 (213); November 9, 2020 (213); May 8, 2023; October 27, 2026

1. Introduction

The Durham Catholic District School Board (the "Board") is committed to an organizational culture that operates with integrity and promotes responsibility, excellence and accountability. The Board recognizes the need to remunerate Trustees, reimburse Trustees for expenses reasonably incurred and to provide the necessary technology and equipment required to effectively carry out their role on behalf of the Board.

2. Definitions

Hospitality *(Broader Public Sector Expenses Directive)* – the provision of food, beverage, accommodation, transportation, and other amenities at public expense to people who are not engaged in work for the Government of Ontario or for any organizations covered by the Broader Public Sector Expenses Directive.

3. Purpose

The purpose of this policy is to provide the framework under which Trustees will be provided with required Board owned equipment, remunerated for services, and reimbursed for eligible expenses incurred while performing duties on behalf of the Board.

4. Application / Scope

This policy applies to all members of the Board of Trustees in accordance with the Education Act and Ontario Regulation 320/26: Honoraria for Board Members.

Eligible Trustee Expenses and Entitlements are considered to be the following:

a) Annual Honoraria
b) Travel/Mileage
c) Meals/Hospitality
d) Board Issued Equipment

5. Principles

5.1 The Board of Trustees believes that:

5.1.1 ensuring accountability for the use of public funds is critical and that the public is entitled to full disclosure with respect to honoraria for Board of Trustee members;

5.1.2 all business practices of the Board must be conducted in a transparent manner and compliant with the Broader Public Sector Expense Directive and regulations set out in the Education Act, as amended from time to time;

5.1.3 Trustees are entitled to receipt of an annual honorarium as provided for under Ontario Regulation 320/26: Honoraria for Board Members and they should be reimbursed for eligible expenses reasonably incurred in carrying out their role as Trustee;

5.1.4 Student Trustees are entitled to receipt of an annual honorarium as provided for under Ontario Regulation 7/07: Student Trustees and they should be reimbursed for eligible expenses reasonably incurred in carrying out their role as Student Trustee;

5.1.5 Trustees should be provided with reasonable technology as required (i.e., computer, internet services and cellular communications device) in accordance with Board procedures to enable them to effectively communicate and complete tasks required in the role of Trustee;

5.1.6 this policy and related administrative procedures will be consistent with policies and procedures governing related provisions for Board employees;

5.1.7 appropriate accounting and reporting processes are essential in managing expenditures under this and all related policies.

6. Requirements

6.1 The Chief Executive Officer shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.

6.2 Supporting administrative procedures shall include consideration of:

a) eligibility of expenses and entitlements in accordance with Ministry guidelines, related Board policies and administrative procedures;
b) approval process;
c) dispute resolution process; and
d) audit and reporting of Trustee expenses and entitlements.

7. Sources

7.1 Education Act and Regulations
7.2 Income Tax Act
7.3 Broader Public Sector Expenses Directive
7.4 Ontario Regulation 320/26: Honoraria for Board Members
7.5 Ontario Regulation 7/07: Student Trustees

8. Related Policies and Administrative Procedures

8.1 Acceptable Use of Information and Communication Technology Policy (PO431)
8.2 Acceptable Use of Information and Communications Technology Administrative Procedure (AP431-1)
8.3 Advocacy and Advertising Expenses Policy (PO106)
8.4 Board Issued Mobile Devices Administrative Procedure (AP431-2)
8.5 Employee Conflict of Interest Policy (PO317)
8.6 Student Trustees Policy (PO215)
8.7 Student Trustees Administrative Procedure (AP215-1)
8.8 Travel, Meal, Hospitality Expenses/Attendance at Conferences Administrative Procedure (AP109-1)
8.9 Trustee Expenses and Entitlements Administrative Procedure (AP217-1)
8.10 Use of Corporate Purchase Cards Administrative Procedure (AP102-15)