

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Trustee Expenses

Board By-Laws 1 – XIII

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

February 10, 2025

February 8, 2021

Page 1 of 2

February 2029

BY-LAW XIII

TRUSTEE EXPENSES

It is the policy of The Protestant Separate School Board of the Town of Penetanguishene to pay an honoraria to trustees not to exceed maximum amounts as stated in *The Education Act*, and to reimburse trustees for expenses directly related to their role as trustees.

1. Trustee Honouraria

The approved honouraria for trustees shall be passed by Board motion; such motion shall be in accordance with current Provincial Government guidelines and *Regulation 357/06*, and made through electronic payment.

2. Travel, Accommodation, Conference Costs

- a) Travel necessitated by an individual's role as trustee shall be reimbursed at the Canada Revenue Agency deemed reasonable rate.
 - i) The rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance;
 - ii) The rate paid relieves the Board of any further obligation for costs or expenses resulting in accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- b) Board pre-approved conferences, conventions and professional development will have associated costs paid. When possible, costs should be prepaid by the Board.

3. Miscellaneous Trustee Expenses

- a) Each trustee will receive in January of each year a \$500.00 allowance to cover costs related to computer/technology use for Board business.
- b)

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Page 2 of 2

February 2029

4. Expense Accounts

- a) Trustee expense accounts shall be submitted on Board expense account forms to the Manager of Finance and Treasurer.
- b) Trustee expense accounts are to be signed by the Supervisory Officer or Manager of Finance and Treasurer and the Board Chair /or Vice-Chair and in accordance with policy V Signing Authorities.
- c) Any dispute about expense accounts will be submitted to the Board to be addressed in private session.

5. Gifts, Donations, Community Expenses, Advertising and Promotion

- a) Although trustees may direct the purchase of gifts and similar expenses to recognize people and events, individual trustee reimbursement for expenses related to gifts, donations, community expenses, advertising and promotion are not allowed.
- b) Reimbursement for the cost of tickets or sponsorship of community events such as fundraising galas, charity functions, and political activities or events is not permitted.

6. Disclosure

- a) On a monthly basis, the board will receive, in public session, an Accounts Payable report that would detail any expenses reimbursed to trustees.
- b) At the end of a fiscal year, any unspent amount in the trustee budget is incorporated into the overall surplus/deficit of the board.