

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

POLICY MANUAL

POLICY TITLE:**SECTION/CODE:****Trustee Expenses****Board By-Laws 1 – XIII**

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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 *Regulations 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.
- 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 use for Board business.

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.
- c) Any dispute about expense accounts will be submitted to the Board to be addressed in private session.