

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

**POLICY MANUAL**

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**POLICY TITLE:  
SECTION/CODE:**

**Trustee Expenses**

**Board By-Laws 1 – XIII**

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**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**REVIEW DATE:**

**February 8, 2021**

**January 16, 2016**

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**February 1, 2021**

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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.