CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

103 Trustee Honorarium

DIRECTIONAL POLICY

Governance, Vision, and Strategic Priorities

Title of Administrative Procedure:

Trustee Honorarium

Date Approved:

November 2025

Projected Review Date:

October 2026

Directional Policy Alignment:

This Administrative Procedure aligns with the Governance, Vision, and Strategic Priorities Directional Policy, by providing the method of which to recognize Board of Trustee duties, responsibilities, and attendance at scheduled Board and Committee meetings, while supporting our moral purpose and the Board vision of transforming the world with justice and peace through Catholic education, inspired by the teachings of Jesus Christ.

Alignment with Multi-Year Strategic Plan:

The Trustee Honorarium Administrative Procedure aligns with the priorities To Belong and To Nurture, by ensuring that the Board has clearly outlined the procedure for calculation of Trustee Honorarium in accordance with Ministry of Education's mandates, regulations, and guidelines. Most importantly that Trustees are recognized for their contribution to Catholic Education.

CDSBEO Strategic Plan

Purpose

In recognition of their duties, responsibilities and contributions to Catholic Education, each Trustee receives an honorarium. This administrative procedure sets out the method for calculating the honoraria paid to Trustees in accordance with Ontario Regulation 357/06. "Honorarium for Board Members.", for the period covering November 15, 2022, to November 14, 2026. Please note this administrative procedure does not apply to student trustees.

Actions Required

1. In accordance with O. Reg 357/06, the honorarium for a member of the Board of Trustees, in respect of any year of their term of office, shall consist of the following components:

    1.1. Base Amount
    Each Trustee, for each year of the term of office beginning on November 15, 2022, will be paid a base amount of five thousand nine hundred dollars ($5,900.00).

    The Chair will receive the base amount above plus five thousand dollars ($5,000.00). The amount paid to the vice-chair will be the base amount above plus two thousand five hundred dollars ($2,500.00).

    1.2. Enrolment Amount
    Trustees will receive the maximum enrolment amount (100%). The amount paid to a Trustee for a year of a term of office is 100% of $1.75 multiplied by the board's day school average daily enrolment (ADE) for the school board fiscal year that ends in the calendar year in which the term of office begins, divided by the number of members.

    1.3. Attendance Amount
    Trustees will be paid an attendance amount set at zero dollars ($0.00) for each meeting attended electronically and as a member of the following committees:

    - Audit Committee
    - Parent Involvement Committee (PIC)
    - Special Education Advisory Committee (SEAC)
    - Supervised Alternative Learning for Excused Pupils (SAL)

    1.4. Distance Amount
    This component of the calculation for trustee honorarium is not applicable to trustees at CDSBEO.

2. The board shall review this administrative procedure, on or before October 15th of the calendar year in which the term of office begins, with respect to,

    2.1. which components (identified in section 1) it will pay during the term of office;
    2.2. for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid; and
    2.3. for the enrolment amount, if it will be paid, the percentage to be applied in calculating the enrolment amount limit

3. The Board may, at any time, change this administrative procedure such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year.

4. The annual honorarium for the Trustees, Chair and Vice-Chair will be paid over twenty-six (26) pay periods.

5. Effective January 1, 2025, the maximum amount of a reduction from a member's honorarium for a breach of the board's code of conduct is 25 per cent of the member's combined base and enrolment amount for the year of the term of office in which the breach occurred.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring this Administrative Procedure on Trustee Honorarium is aligned with the board's Directional Policy on Governance, Vision, and Strategic Priorities.
- Reviewing this administrative procedure, on or before October 15th of the calendar year in which the term of office begins.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendent of Business is responsible for:

- Automatically adjust the Trustee Honorarium on an annual basis throughout the term of office to reflect the average daily enrolment (ADE)
- Annually presenting, in December, a Trustee Honorarium report for the annual honorarium to the Board of Trustees.
- Calculating the Trustee honorarium in compliance with this Administrative Procedure and O. Reg 357/06.
- Ensure Trustees receive honorarium payment accordingly.

Progress Indicators

- This administrative procedure is reviewed annually on or before October 15th.
- Trustees receive honorarium payment accordingly.

Definitions

- **Average Daily Enrolment (ADE):** The enrolment on a daily basis over the course of an academic year for both elementary and secondary students.
- **Honorarium**: Payment in recognition of the duties performed as a member of the Board of Trustees.
- **Term of Office**: A Board members' term of office is four years in length, beginning on November 15th of the election year and ending November 14th of the next election year, as described in the Education Act.

References

- The Education Act (Section 191)
- O. Reg 357/06: Honoraria for Board Members
- Municipal Elections Act, 1996,
- Municipal Elections Modernization Act, 2016