

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 510	
Effective	November 6, 2020
Last Revised	August 15, 2023

TRUSTEE HONORARIA REMUNERATION

PURPOSE

This administrative procedure has been developed by system administrators of the James Bay Lowlands Secondary School Board to support Board Governance Policy GOV-31 Trustee Honoraria.

The Board will maintain a monthly payment schedule for honoraria remuneration for its Board members which will ensure consistent business finance practices are in place at the Board office.

PROCEDURES

1. The finance and human resources administrator will oversee the monthly payment of each member of the Board an honorarium that shall not exceed the maximum outlined in the Education Act.
2. The monthly trustee honoraria will be processed through the Board payroll system to coincide with the Board of Trustees meeting which are to be held on the first Wednesday of each month from September to August inclusive, unless otherwise determined by the Board by special motion, or unless such Wednesday is a statutory or civic holiday, in which case the Board will meet at the same time and place on the next business day following the holiday.
3. If there is not a meeting scheduled in a particular month (i.e. July or August) the trustee honoraria will continue to be paid on the first Wednesday of the month.

REFERENCE DOCUMENTS

Legal:

Education Act: Section 169.1 Duties and Powers of Boards

Education Act, Section 191: Honoraria

Education Act, Section 218.2: Conduct of Members of School Boards

Public Sector Compensation Restraint to Protect Public Services Act 2010

Ontario Regulation 357/06 Honoraria for Board Members

Ontario Consumer Price Index

Board:

GOV-00 Board Governance By-Laws

Board Policy GOV-31 Trustee Honoraria