

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

**Report No:** 21  
**Date:** March 19, 2012

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**SUBJECT:** Trustee Honorarium

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### **Background**

Trustee honoraria is governed by Ontario Regulation 357/06 - Honoraria for Board Members. The Regulation was used to establish our board Policy #215 – Trustee Honourarium. The current Policy is attached for your information.

One of the ongoing requirements of the Regulation is that the outgoing trustees of a board are to establish the honoraria for the incoming board on or before October 15<sup>th</sup> of the election year. As such, the former board passed resolution 175/10 at its regular board meeting held on September 20, 2010,

*That, the Trustees receive the increases as per the Consumer Price Index of September 1, 2012.*

At the time that the above-mentioned resolution was passed, the Board was under the *Public Sector Compensation Restraint to Protect Public Services Act (2010)*. Therefore, the Consumer Price Index (CPI) adjustment indicated in the Policy could not be applied on December 2010, as indicated in our policy. The former board established that the adjustment would take effect September 1, 2012.

### **Current Situation**

In preparation for the March Board Policy Review Committee meeting, the following issues with respect to our policy were discovered:

- The Policy had a review date of December 2012 which resulted in it being placed on the agenda for the March 2012 Board Policy Review Committee meeting. However, the Regulation clearly states that the Honoraria Policy for this Board was to have been reviewed by October 15, 2010 by the predecessor board.
- While the predecessor board did pass a resolution, the Appendix to the Policy was never updated. Therefore, the Appendix does not reflect the term of office for this Board.
- Previous Administration misinterpreted the Regulation and did not annually adjust the enrolment component of the calculation effective each December 1<sup>st</sup>. There was an incorrect assumption that there was a minimum applicable to the enrolment component for trustee. Therefore, in our declining enrolment situation, it was assumed that no adjustment would be required. However, the minimum applies to the calculation of the enrolment factors for the Chair and Vice Chair only. The honoraria for trustee should have been reduced each December 1<sup>st</sup> due to our declining enrolment.
- The Payroll Department has not received attendance/distance information for committee meetings such as SEAC, Audit Committee and Parental Involvement Committee which are required by Act or Regulation.

After consultation with the Board's Legal Counsel, the Appendix to the Policy should be updated to reflect the calculation per the Regulation and incorporate the impact of Resolution 175/10. This will also improve transparency as the actual honorarium calculation for your term will be shown. Adjustments for declining

enrolment must be made, in accordance with the Regulation. The committee attendance and distance amounts may be paid out under the *Public Sector Compensation Restraint to Protect Public Services Act (2010)*. The updated Appendix based on September 20, 2010 is attached for your information.

In order to ensure that the committee attendance and distance amounts are not missed in the future, the Table in the Appendix more clearly illustrates that the amounts apply in each of the periods shown in the Table. In addition, a time sheet will be developed and made available to trustees so that they can submit their attendance/distance claims directly to payroll.

Finally, because this Board cannot approve an increase in honoraria for itself, the amended Appendix will not go to the Board Policy Review Committee. Administration will merely update the Appendix to Policy 215 for requirements under the Regulation and to reflect Resolution 175/10 which was passed by the predecessor board. In addition, Administration should be directed to select a review period which more appropriately ties into the requirements of the Regulation.

### **Administrative Recommendations**

It is recommended that Administration be directed to update the Appendix to Policy 215 to reflect requirements under Ontario Regulation 357/06 and Resolution 175/10 and select an appropriate review period for Policy 215.

Respectfully submitted,

Cathy Tsubouchi  
Superintendent of Business

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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*Section* BOARD AND ADMINISTRATION

*Policy Name* TRUSTEE HONOURARIUM 215

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*Board Approved: October 30, 2006*

*Revised: February 20, 2007*

*Review Prior To: December 2012*

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### ***POLICY***

It is the policy of Superior-Greenstone District School Board, in compliance with the legislative requirements of the *Education Act*, to pay an honourarium to its board members.

### ***PROCEDURES***

Payment of the annual honourarium is outlined in Appendix A.

Reference	Trustee Honourarium Calculation		2006-2007	2007-2008	2008-2009	2009-2010	Comments
5 (1)	BASE		5,900	5,900	5,900	5,900	
5 (3)	CHAIR ALLOWANCE		5,000	5,000	5,000	5,000	
5 (4)	VICE CHAIR ALLOWANCE		2,500	2,500	2,500	2,500	
6 (2) 1.	ENROLMENT for Trustee Day School Average Daily Enrolment X Amount / Number of Members	2,411.77 1.75 8	528	528	528	528	Enrolment to be recalculated Annually
6 (3) 1.	ENROLMENT for CHAIR Day School Average Daily Enrolment X Amount Calculated Amount Minimum Maximum	2,411.77 0.05 120.59 500 5,000	500	500	500	500	Enrolment to be recalculated Annually
6 (4) 1.	ENROLMENT for VICE CHAIR Day School Average Daily Enrolment X Amount Calculated Amount Minimum Maximum	2,411.75 0.025 60.29 250 2,500	250	250	250	250	Enrolment to be recalculated Annually
SUMMARY	CHAIR		11,400	11,400	11,400	11,400	Base amount will be adjusted for CPI for the term of office beginning December 2010.
	VICE CHAIR		8,650	8,650	8,650	8,650	
	TRUSTEE		6,428	6,428	6,428	6,428	
	Future Year Adjustments			Adjusted for Enrolment Changes	Adjusted for Enrolment Changes	Adjusted for Enrolment Changes	
7 (1)	ATTENDANCE Maximum of \$50.00 per committee meeting required by ACT or regulation						
8 (1)	DISTANCE Maximum of \$50.00 per committee meeting required by ACT or Regulation. Distance between member's residence and place of meeting is more than 200 km						

\*\* Student Trustee Honorarium outlined in Policy 210: Student Representative\*

Superior-Greenstone District School Board  
Trustee Honorarium Calculation\*\*  
September 20, 2010

**APPENDIX A**

Reference	Trustee Honourarium Calculation	Effective Dec. 1/2010	Effective Dec. 1/2011	Effective Sept. 1/2012*	Effective Dec. 1/2012*	Effective Dec. 1/2013*	Comments
<b>5 (1)</b>	BASE	5,900	5,900	6,278.90	6,278.90	6,278.90	
<b>5 (3)</b>	CHAIR ALLOWANCE	5,000	5,000	5,000	5,000	5,000	
<b>5 (4)</b>	VICE CHAIR ALLOWANCE	2,500	2,500	2,500	2,500	2,500	
<b>6 (2) 1.</b>	ENROLMENT for Trustee	394	369	369	354	354	
	ENROLMENT Calculation for Trustee: Day School Average Daily Enrolment X Amount / Number of Members = Calculated Amount	1,800.75 1.75 8 394	1,687.50 1.75 8 369	1,687.50 1.75 8 369	1,617.75 1.75 8 354	1,617.75 1.75 8 354	Enrolment to be recalculated Annually
<b>6 (3) 1.</b>	ENROLMENT for CHAIR	500	500	500	500	500	
	ENROLMENT Calculation for CHAIR: Day School Average Daily Enrolment X Amount Calculated Amount Minimum Maximum	1,800.75 0.05 90.04 500 5,000	1,687.50 0.05 84.38 500 5,000	1,687.50 0.05 84.38 500 5,000	1,617.75 0.05 80.89 500 5,000	1,617.75 0.05 80.89 500 5,000	Enrolment to be recalculated Annually
<b>6 (4) 1.</b>	ENROLMENT for VICE CHAIR	250	250	250	250	250	
	ENROLMENT Calculation for VICE CHAIR: Day School Average Daily Enrolment X Amount Calculated Amount Minimum Maximum	1,800.75 0.025 45.02 250 2,500	1,687.50 0.025 42.19 250 2,500	1,687.50 0.025 42.19 250 2,500	1,617.75 0.025 40.44 250 2,500	1,617.75 0.025 40.44 250 2,500	Enrolment to be recalculated Annually
<b>SUMMARY</b>	CHAIR	<b>11,400</b>	<b>11,400</b>	<b>11,778.90</b>	<b>11,778.90</b>	<b>11,778.90</b>	Base amount will be adjusted for CPI beginning September 1, 2012.*
	VICE CHAIR	<b>8,650</b>	<b>8,650</b>	<b>9,028.90</b>	<b>9,028.90</b>	<b>9,028.90</b>	
	TRUSTEE	<b>6,294</b>	<b>6,269</b>	<b>6,647.90</b>	<b>6,632.90</b>	<b>6,632.90</b>	
	Future Year Adjustments					Adjusted for Enrolment Changes	
<b>7 (1)</b>	ATTENDANCE	Maximum of \$50.00 per committee meeting required by ACT or regulation					Time Card to be submitted
<b>8 (1)</b>	DISTANCE	Maximum of \$50.00 per committee meeting required by ACT or Regulation. Distance between member's residence and place of meeting is more than 200 km					Time Card to be submitted

\*\* Student Trustee Honorarium outlined in Policy 210: Student Trustee

\*Legal Counsel for the Ontario Public School Boards' Association (OPSBA) has advised that the effect of the *Public Sector Compensation Restraint to Protect Public Services Act (2010)* is to defer the application of the Consumer Price Index (CPI) adjustment until after March 31, 2012. Per Board resolution 175/10, CPI increases were made applicable effective September 1, 2012.

$$\begin{aligned}
 \text{Base amount} &= \$5,900.00 \times (\text{Ontario CPI June 2010} / \text{Ontario CPI July 2006}) \\
 &= \$5,900.00 \times (116.0 / 109.0) \\
 &= \$6,278.90
 \end{aligned}$$