MEMORANDUM TO: Directors of Education  
FROM: Margot Trevelyan  
   Director  
   Labour Relations and Governance Branch  
DATE: August 25, 2006  
RE: Implementing New Levels of Trustee Honoraria  

Overview

Ontario Regulation 357/06, "Honoraria for Board Members," requires boards to establish a policy on their new level of honorarium by October 31, 2006. The purpose of this memo is to provide clarification on the process that is to be used to determine trustee honoraria. The new level of honorarium is to be provided to all board members, including First Nations representatives, but not student trustees.

For this transition year, there are two different periods to deal with and two different levels of honorarium and processes for each:


Please note that input from the citizens' advisory committee is required prior to establishing both the retroactive amount and the amount to be paid during the new term of office.

With respect to the level of remuneration for the new term of office, the citizens' advisory committee will make recommendations for the entire four-year term. They do not meet and make recommendations each year.
1. **Organize the Citizens’ Advisory Committee.**

   The Citizens’ Advisory Committee must consist of six people serving on School Councils. Three must be parent members and three must be community representatives. The process by which the committee members are selected is determined by your Board.

2. **Determine the maximum level of honorarium for the retroactive period.**

   (i) Refer to Ontario Regulation 357/06 which can be found on the government web site at:
       
       [http://www.e-laws.gov.on.ca/DBLaws/Regs/English/060357_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Regs/English/060357_e.htm)

   (ii) Refer to Table 1, "Honorarium for September 1, 2005 to November 30, 2006."

   This table lists all district school boards and the maximum amount of retroactive honorarium that a member of each board is eligible to receive. These maximum amounts were previously released in the Partnership Table paper, *Respect for Ontario School Trustees*, and represent one year, or 12 months honorarium for the retroactive period.

   Divide this number by 12 to determine the maximum monthly rate for each of your trustees for the retroactive period.

3. **Determine the maximum level of honorarium for the new term of office, November 1, 2006 to October 31, 2010.**

   **A. Base and Enrolment Amounts for a Trustee who is not a Chair or a Co-chair**

   (i) Multiply your Board’s Average Daily Enrolment Number from the October Report (revised estimates) for the 2005-06 school year by $1.75.

   (ii) Divide that number by the number of your board members. (Exclude First Nation trustees and student trustees).

   (iii) Add $5,900.

   (iii) This represents the maximum amount that each trustee who is not a chair or co-chair may receive, excluding the attendance and distance amounts (below)

   **B. Base and Enrolment Amounts for the Chair and the Co-chair**

   (i) Take the amount determined in A, above.

   (ii) Add $5,000 for the chair and $2,500 for the co-chair.

   (iii) Add the chair’s and co-chair’s extra enrolment amounts:
a. For the chair: ADE multiplied by five cents with a minimum of $500 and a maximum of $5,000

b. For the co-chair: ADE multiplied by two and a half cents, with a minimum of $250 and a maximum of $2,500

(iv) This represents the maximum amount the chair and co-chair may receive, excluding the attendance and distance amounts.

C. Attendance Amount

A trustee, chair, or co-chair who is a member of a Special Education Advisory Committee (SEAC) or Supervised Alternative Learning For Excused Pupils Committee (SALEP) may receive a maximum of $50 for each meeting of those committees that he or she attends.

D. Distance Amount

Boards may pay their trustees a distance amount if both of the following conditions apply:

(i) The Board’s jurisdiction is greater than 9,000 square kilometers (as listed in Ont. Reg. 412/00, Elections To And Representation On District School Boards); and

(ii) the trustee travels more than 200 kilometers from his or her residence to attend a meeting of the board or its committees.

The geographic size of your board is set out in Table 1 of Ontario Regulation 412/00, which is posted on the government web site:

http://www.e-laws.gov.on.ca/DBLaws/Regs/English/000412_e.htm

A board member may receive the distance amount only once in respect of any day.

4. Meet with your Citizens' Advisory Committee.

(i) Provide the committee with the calculations you have made above and any other information you think might be useful: e.g. student achievement results, financial status of board.

(ii) Seek the committee's advice on the following:

a. the board member's base amount, attendance amount and distance amount. This recommendation can be lower than, but not higher than, the maximums calculated above.

b. the percentage of the maximum enrolment amount, determined above, to be paid to each member.
5. **Pass a board resolution by October 31, 2006.**

(i) After careful consideration of the recommendation of the Citizens’ Advisory Committee, pass a resolution regarding the amount of honoraria to be paid to your board members, chair and co-chair. This amount establishes the maximum amount board members will be able to receive over the next four years.

At any time over the next four years the board may reduce this amount temporarily but may not increase the amount.

If you have any questions regarding the calculation of the new levels of honoraria, please call me at 416-325-2836, or Rachel Osborne at 416-212-4460.

Signed:

Margot Trevelyan