AGENDA

Special Public Board Meeting **Monday, October 5, 2026**

Item		Responsibility	Page #
1	Call to Order – 5:15 p.m.	K. Kramp	
2	Affirmation of Traditional Lands	K. Kramp	
3	Roll Call	K. Kramp	
4	Approval of Agenda	K. Kramp	
5	Declarations of Conflict of Interest	K. Kramp	
6	Staff Reports a. Policy 3: Board Member Honoraria and Expense Reimbursement	K. MacIver	2
7	Adjournment	K. Kramp	

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

Special Public Board Meeting
Report 6(a)
October 5, 2026

Decision _X_ Information ___

To: Hastings and Prince Edward District School Board

From: K. MacIver, Chief Executive Officer

Re: Policy 3: Trustee Honoraria and Expense Reimbursement

Purpose

To revise Board Policy 3: Trustee Honoraria and Expense Reimbursement prior to October 15 to comply with the newly enacted *Ontario Regulation 320/26: Honoraria for Board Members* which came into force on September 28, 2026.

Link to Strategic Plan

- Governance

Background

The remuneration of school board trustees across Ontario was directed by Ontario Regulation 357/06. Under this prior regulatory framework, HPEDSB calculated trustee honoraria using a multi-component formula that yielded varying compensation levels depending on student average daily enrollment.

The previous compensation structure (O. Reg. 357/06) included:

- **Base Amount:** A statutory base amount of $5,900.00 per trustee per year with increased amounts for the chair and vice-chair.
- **Enrolment Amount:** An additional allocation calculated and adjusted annually based on the previous year's Average Daily Enrolment (ADE)with increased amounts for the chair and vice-chair..
- **Attendance Amount:** An additional amount of $50 for each attended meeting of the Accessibility Committee, Audit Committee, Parent Involvement Committee, Special Education Advisory Committee (SEAC), or Supervised Alternative Learning Committee (SAL).
- **Distance Amount:** This amount did not apply to Board members in HPEDSB.

Current situation

On September 28, 2026, the province officially filed *O. Reg. 320/26: Honoraria for Board Member***s**, replacing the former compensation calculation. The regulation introduces immediate, binding changes to board policies province-wide.

The new O. Reg 320/26 simplifies and restricts the compensation model as follows:

- For a member of the board, the lesser of $9000 and the total base and enrolment amount determined for the 2025-2026 year of office;
- An additional amount for the Chair of $1000; and
- An additional amount for the Vice Chair of $500.

The Attendance and Distance Amounts contained in the previous Reg have been removed.

District school boards are required to establish a policy by October 15 in the year in which a term of office begins, that sets out the amount of the honorarium that will be paid to its members during the term of office. This policy must be published on a board website.

Next Steps
It is recommended that the Board approve revised Policy 3: Trustee Honoraria and Expense Reimbursement and post this policy to meet the compliance date of October 15, 2026.

Recommendation:

That Hastings and Prince Edward District School Board approve revised Policy 3: Trustee honoraria and Expense Reimbursement.

Mover:
Seconder:

Appendices:

a) Board Policy 3: Trustee Honoraria and Expense Reimbursement

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

BOARD POLICY 3	
Adopted	June, 2023
Last Revised	August, 2026
Review Date	August, 2029

BOARD MEMBER HONORARIA AND EXPENSE REIMBURSEMENT

1) OBJECTIVE:

Hastings and Prince Edward District School Board recognizes the importance and value of providing fair levels of honoraria for Board members as set out in Ontario Regulation 320/26~~357/06~~. Hastings and Prince Edward District School Board shall provide equipment and support services required by Board members to carry out their responsibilities as members of the Board and will reimburse Trustee expenses in alignment with the Ministry of Education directives and regulations.

2) DEFINITIONS

a) **Average Daily Enrollment (ADE) -** as calculated in the Regulation issued under Section 234 of the *Education Act.*
b) **Fiscal Year -** September 1 - August 31
c) **Rewards Program -** Any loyalty, points or discounts from any program that offset the cost of any item or service such as Air Miles, Aeroplan, Tim Hortons rewards, etc.
d) **Year of term of office -** begins on November 15th and ends on the following November 14th, as described in the *Education Act.*

3) ~~COMPONENTS OF~~ HONORARIUM:

a) As of November 15, 2026, t~~T~~he yearly honorarium for a member of the Board is $8,588.
b) The yearly honorarium is determined by the amount lesser of:~~, in respect of any year of their term of office, shall consist of the following components:~~
   i) $9000 and
   ii) the total of the base amount and enrollment amount determined for the 2025-2026 year of the term of office under Ontario Regulation 357/06 which is calculated on the 2024/2025 ADE of 15,360 as follows:

Honoraria Component	Trustee
Base Amount	$5,900
Enrolment Amount	$2,688
Total	**$8,588**

b) For the chair of the board, an additional amount of $1,000 will be paid.
c) For the vice-chair of the board, an additional amount of $500 will be paid.
d) The maximum amount of a reduction from a member's honorarium for a breach of the Board's Code of Conduct is 25% of the yearly honorarium.

~~Base amount¶~~
~~i) For each member of the Board, for each year of the term of office beginning on November 15, the base amount paid shall be five thousand nine hundred dollars ($5,900.00).¶~~
~~ii) The amount paid to the chair shall be the base amount above plus five thousand dollars ($5,000.00).¶~~
~~e) The amount paid to the vice-chair shall be the base amount above plus two thousand five hundred dollars (2,500.00).~~

~~Enrolment amount:¶~~
~~i) For each member of the Board, the enrollment amount paid shall be one hundred percent (100%) of the calculation described in Ontario Regulation 357/06. This amount~~

shall be recalculated for each year of the term of office.¶

ii) The amount paid to the Board chair shall be the enrollment amount above plus the sum of the ADE multiplied by five cents ($0.05) with a minimum of five hundred dollars ($500.00) and a maximum of five thousand dollars ($5,000).¶

f) The amount paid to the vice-chair shall be the enrollment amount above plus the sum of the ADE multiplied by two and one-half cents ($0.025) with a minimum of two hundred fifty dollars ($250.00) and a maximum of two thousand five hundred dollars ($2,500.00).

i) A member of the Board, Chair or Vice-chair who is a member of the Accessibility Committee, Audit Committee, Parent Involvement Committee, Special Education Advisory Committee (SEAC), or Supervised Alternative Learning Committee (SAL) shall receive fifty dollars ($50.00) for each meeting of those committees that they attend. To be eligible for the meeting attendance amount, board members must submit confirmation of attendance at the meeting and include the committee name and date of the meeting to the Chief Executive Officer's office within 30 days following the meeting date.

g) Distance amounts:¶

h) The distance component of the honorarium does not apply to Hastings and Prince Edward District School Board.

4) EQUIPMENT

a) Board members will be provided with the following office equipment and associated services throughout their term of office:
   i) laptop computer and printer (if requested);
   ii) paper shredder (if requested);
   iii) high-speed internet service reimbursed up to a maximum of $100.00 per month;
   iv) office software (if needed); and
   access card to the Education Centre
b) A mobile communication device will be provided upon submitting a written request to the board secretary and will follow Procedure 593: Cellular Devices. If a board member opts to use their personal cell phone, repairs to personal cell phones will not be eligible for reimbursement.
c) All equipment and services will be subject to board procedures.
d) All equipment and services must be returned to the board at the end of the member's term of office.
e) The loss or theft of any equipment supplied must be reported to the Chief Executive Officer's office as soon as possible following the incident.

5) SUPPORT SERVICES

Board members will have access to the following services as required to carry out their duties throughout their term of office:

a) administrative support through the Chief Executive Officer's office;
b) Printing, photocopying, and shredding; and
c) business cards and/or board identification.

6) TRAVEL ON BOARD BUSINESS

a) Reimbursable expenditures are those that relate directly to Board business.
b) Board Business includes the following events:
   i) Board and Board committee meetings;
   ii) school graduations and other school functions where the member is invited by the principal to attend as a representative of the Board;
   iii) meetings of a School Council;
   iv) meetings or functions called by the Chief Executive Officer or designate where the member is requested to attend;
   v) meetings of the Ministry of Education where the member's attendance is requested by the Minister or the Board;; and
   vi) non-electoral meetings of municipal councils, other ratepayer associations, and other organized groups where the member is requested to attend as a representative of the Board.
c) Board members may be reimbursed for travel expenses incurred while on Board business. For the purpose of distance calculations, Board members' working base shall be their home.
d) Travel authorization guidelines for the authorized use of personal vehicles on board business and reimbursement for hotel room charges, meals, transportation and other travel costs are outlined in

Procedure 510 – Travel Expense Reimbursement.

e) Claims for reimbursement must be made using Form 510-1 Travel and Expense Claims.
   i) The claimant must sign and date the form and attach all original detailed receipts.
   ii) Credit/debit slips must be accompanied by the original detailed receipts.
   iii) The purpose of the trip must be clearly stated.

7) REPORTING

a) The Board will post on the board website by November 16 of each year the amount of the honorarium that was paid to each board member for each year of their term of office.
b) All Board members' expenditures are reviewed annually. A year-to-date summary of trustee expenses will be shared ~~at the September~~ Physical Planning, Finance and Building Committee.
c) It is the responsibility of the Chief Executive Officer's Office to monitor the individual accounts that make up the board's total budget for travel.
d) Board members may access their accounts through the Chief Executive Officer's Office.

8) INELIGIBLE EXPENSES

Without limiting expenses that may be eligible for reimbursement, the following expenses are ineligible for reimbursement:

a) alcohol;
b) books, magazines, periodicals, and subscriptions that have no demonstrated relation to the duties of a board member;
c) installation and/or monthly fees for TV/cable/streaming services;
d) community fundraising galas or charity functions;
e) computer or technology equipment which does not conform with HPEDSB's standards;
f) entertainment events such as theatre productions, musical performances, or other concerts;
g) donations to fundraisers or other events organized through a school that are outside of work or operations funded by the Province such that teachers, parents and students are contributing from personal funds (for example, fundraisers for families in need or gifts for families during faith celebrations) and
h) donations to charitable organizations, including the following:
   i) HPE Learning Foundation;
   ii) legal fees, and
   iii) raffle tickets, silent auction, and table prize tickets.
   iv) toll fees
i) membership fees in a Trustee Association or similar professional association;
j) participation in discretionary events or activities. This includes registration fees and travel, meal, accommodation and hospitality expenses, including the following:
   i) professional development activities
   ii) professional associations' or sector organizations' events or
   iii) activities education-related symposiums, conferences and conventions

9) RESPONSIBILITIES

a) Board members shall provide any claim for reimbursement together with original receipts as soon as practical after incurring the expense.
   i) All claims shall be submitted within the fiscal year that the expense was incurred to be eligible for reimbursement.
   ii) All claims shall indicate the reason for the expenditure.
b) Board members shall only claim expenses that were paid. If a reward program is used, only the actual paid amount shall be reimbursed and not the full value of the item or service.
c) When board members are unsure whether an expense or event is related to their duties as a board member, prior approval before incurring or claiming reimbursement of costs should be obtained from the Chair of the Board in consultation with the Chief Executive Officer.
d) The Chief Executive Officer is authorized to and shall issue such procedures as may be necessary to implement this policy.
e) The Chair of the Board shall certify that the board member expense claims meet the requirements of Board policy and authorize payment of the claim. The Superintendent of Business Services shall certify that the Chair of the Board's expense claims meet the requirement of Board policy and authorize the payment of the claim.
f) All claims are processed in a timely manner, and reimbursement of funds are deposited to the board

member's bank account.

g) Where a trustee has been denied entitlement for reimbursement for an item, the Chair of the Board will advise in writing of the reason for the disqualification. Trustees disputing the eligibility of any expense item may appeal to the Board, in a public session.

Legal References:

- Education Act, section 191 Honoraria and Travel Expenses; section 234 Legislative Grants
- Ontario Regulation 320/26~~357/06~~ Honoraria for Board Members
- Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25

Board References:

- Policy 1: Board Vision, Mission and Priorities
- HPEDSB By-Laws
- Procedure 510: Travel Expense Reimbursement
- Procedure 593: Cellular Devices
- 2025-2030~~2020-2025~~ Strategic Plan

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