DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP217-1

Trustee Expenses and Entitlements

Area: Governance
Policy Reference: Trustee Expenses and Entitlements (PO217)

Approved: April 26, 2011
Revised: June 9, 2021; October 26, 2026; October 27, 2026

1. Purpose

The purpose of this administrative procedure is to provide the framework under which Trustees will be issued Board owned equipment, remunerated for services, and reimbursed for travel or out-of-pocket expenses incurred while performing duties on behalf of the Durham Catholic District School Board (the "Board") in relation to the Trustee Expenses and Entitlements Policy (PO217).

2. Definitions

Nil

3. Procedures

3.1 The reimbursement of Trustee expenses and the provision of Trustee entitlements shall be in accordance with applicable Ministry of Education requirements.

3.2 In addition to the requirement for compliance with Ministry of Education guidelines, eligible Trustee expenses and entitlements shall be subject to applicable Board policies and procedures.

3.2 Approval Process

3.2.1 All Trustee reimbursements must be reviewed and approved by the Chief Executive Officer.

3.3 Dispute Resolution

3.3.1 Should a reimbursement not be approved (under section 3.2 above) the individual Trustee may request that a review of the submission and cause for denial be adjudicated by the audit committee.

3.4 Audit and Reporting

3.4.1 On an annual basis the Chief Financial Officer or designate will review and report to the Board of Trustees on all Trustee related entitlements regarding compliance with the relevant policies and administrative procedures.

3.5 Honoraria

3.5.1 Trustee honoraria shall be provided in accordance with Ontario Regulation 320/26: Honoraria for Board Members.

3.6 Interim Ministry Trustee Expense Restrictions

3.6.1 Effective May 15, 2026, and until further notice, notwithstanding any other provision of this administrative procedure and its attendant policy, the Board shall not incur or reimburse:

a) membership fees in a Trustee association or similar professional association;
b) expenses related to attendance or participation in a discretionary event or activity, including registration, travel, meals, accommodations and hospitality expenses.

3.6.2 For the purposes of this section, a discretionary event or activity includes:

a) professional development activities;
b) professional associations' or sector organizations' events or activities;
c) education-related symposiums, conferences and conventions; and
d) attendance or participation in an event or activity that is not essential to a board's core business operations and for which expenses are incurred by choice rather than operational necessity.

3.6.3 Where a provision of this administrative procedure and its attendant policy conflicts with this section, this section shall prevail until the Interim Expense Policy Requirements are rescinded or amended by the Ministry of Education.

4. Sources

4.1 Education Act and Regulations
4.2 Income Tax Act
4.3 Ministry Trustee Expense Guidelines
4.4 Ontario Regulation 320/26: Honoraria for Board Members

5. Appendices

Nil

6. Related Policies and Administrative Procedures

6.1 Acceptable Use of Information and Communications Technology Policy (PO431)
6.2 Acceptable Use of Information and Communications Technology Administrative Procedure (AP431-1)
6.3 Advocacy and Advertising Expenses Policy (PO106)
6.4 Advocacy and Advertising Expenses Administrative Procedure (AP106-1)
6.5 Board Issued Mobile Devices Administrative Procedure (AP431-2)
6.6 Broader Public Sector Procurement and Expense Directives Policy (PO109)
6.7 Employee Conflict of Interest Policy (PO317)
6.8 Employee Conflict of Interest Administrative Procedure (AP317-1)
6.9 Purchasing of Goods and Services Policy (PO102)
6.10 Travel, Meal, Hospitality Expenses/Attendance at Conferences Administrative Procedure (AP109-1)
6.11 Trustee Expenses and Entitlements Policy (PO217)
6.12 Use of Corporate Purchase Cards Administrative Procedure (AP102-15)