

# HWDSB

## Governance Committee

Monday, January 8, 2018

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

### AGENDA: 5:30 pm

1. Call to Order
2. Approval of the Agenda
3. Trustee Honorarium
4. Resolution Into Private Session as per the Education Act, Section 207.2  
*(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee member, an employee or prospective employee of the board or a pupil or his or her parent or guardian*
5. Meeting resumes in public
6. Adjournment

**curiosity • creativity • possibility**



## EXECUTIVE REPORT TO GOVERNANCE COMMITTEE

**TO:** GOVERNANCE COMMITTEE  
**FROM:** Manny Figueiredo, Director of Education  
**DATE:** January 8, 2018  
**PREPARED BY:** Stacey Zucker, Associate Director, Support Services  
**RE:** Trustee Honorarium Calculation

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Action X

Monitoring

### Recommended Action:

That the Trustee Honoraria, as calculated, for the term beginning December 1, 2017 be approved.

### Rationale/Benefits:

Ontario Regulation 357/06 "Honoraria for Board Members" of the Education Act sets out the method for calculating the limits on honoraria paid under section 191 of the Act.

According to the Regulation, the honoraria for the 2017-18 term commencing December 1, 2017 have been calculated as follows (excluding an attendance amount):

- Chair - \$20,987
- Vice Chair - \$17,281
- Other Trustees - \$13,575

The detailed calculation is shown on Appendix A.

This is a increase from the current rates of:

- Chair - \$20,656 (increase of \$331)
- Vice Chair - \$16,989 (increase of \$292)
- Other Trustees - \$13,323 (increase of \$252)

### Background:

There are 4 components of the honorarium:

1. The base amount
2. The enrolment amount
3. The attendance amount
4. The distance amount

The regulation describes how to calculate the honorarium and is attached as Appendix B.

### **The Base Amount**

The board may set an amount that does not exceed \$5,900 for a trustee for each year of the term of office. To this amount, the board may add up to \$5,000 for the chair and up to \$2,500 for the vice-chair.

HWDSB has used these maximum amounts in the calculation of the honoraria.

### **The Enrolment Amount**

The enrolment amount limit is recalculated annually. The limit for each year of office is tied to the estimate of the board's day school average daily enrolment (ADE) for the previous year. For example, the 2017-18 enrolment amount would be based on the board's day school estimate for the 2016-17 school year that was reported in June 2016.

The ADE for HWDSB for this calculation is 48,244.25 which equates to \$7,675/trustee.

### **The Attendance Amount**

The board may pay up to \$50 for attendance at a meeting of a committee of the board that is *required to be established by an act or regulation*. Boards may not pay an attendance amount for attending other meetings. There are currently four committees that require membership of one or more trustees under the *Education Act*: Audit Committee, Parent Involvement Committee, Supervised Alternative Learning Committee and Special Education Advisory Committee. This has been confirmed with the Ministry.

If HWDSB chose to pay the attendance amount, the amount per trustee would differ based on the committees that they were members of:

- 1) Audit Committee meets 4 times/year - \$200
- 2) PIC meets 10 times/year - \$500
- 3) SAL - meets bi-weekly with 1 trustee plus 2 semi-annual meetings – approx. \$350
- 4) SEAC meets 10 times/year - \$500

Any other committee of the Board would not be eligible ie. Finance, HR, Policy, Program, Governance and Suspension Appeals and Expulsion Hearing Committees.

### **The Distance Amount**

HWDSB trustees are not eligible for this amount based on the criteria set out in the regulation.

**Hamilton-Wentworth District School Board  
Trustee Honorarium  
2017-18**

**Appendix A**

**Effective December 1, 2017**

	<b>Chair</b>	<b>Vice Chair</b>	<b>Trustee</b>
(1) Base	\$ 5,900	\$ 5,900	\$ 5,900
(2) Add'l amt for Chair & Vice Chair	5,000	2,500	
(3) Attendance*	-	-	-
(4) Distance	-	-	-
(5) Enrolment	-	-	-
(5)(a) 1.75 x ADE <sup>^</sup> / number of trustees, excluding student trustees	7,675	7,675	7,675
(5)(b) Add'l amt for Chair & Vice Chair			
.05 x ADE / number of trustees, excluding student trustees (min \$500)	2,412		
.025 x ADE / number of trustees, excluding student trustees (min \$250)		1,206	
	<u>\$ 20,987</u>	<u>\$ 17,281</u>	<u>\$ 13,575</u>

\* Attendance amount not included. If it approved, the amount will be different for each trustee based on the eligible committees they sit on.

<sup>^</sup> Enrolment number comes from 2016-17 Estimates submitted to the Ministry. 48,244.25

Français

**Education Act****ONTARIO REGULATION 357/06  
HONORARIA FOR BOARD MEMBERS****Consolidation Period:** From September 23, 2014 to the [e-Laws currency date](#).

Last amendment: O. Reg. 190/14.

*This is the English version of a bilingual regulation.***Purpose**

1. This Regulation sets out the method for calculating the limits on honoraria paid under section 191 of the Act. O. Reg. 357/06, s. 1; O. Reg. 57/12, s. 1.

**PART I GENERAL  
RULES****DISTRICT SCHOOL BOARDS****Components of honorarium**

2. (1) For a term of office beginning in 2006 or later, the honorarium for a member of a district school board, in respect of any year of his or her term of office, shall consist of such of the following components as the board determines, subject to section 4:

1. The base amount for the year.
2. The enrolment amount for the year.
3. The attendance amounts payable to the member for the year.
4. The distance amounts payable to the member for the year. O. Reg. 357/06, s. 2 (1).

(2) A year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 357/06, s. 2 (2).

3. REVOKED: O. Reg. 190/10, s. 1.

**Policy re honorarium components**

4. (1) For a term of office beginning in 2006 or later, the board shall establish a policy, on or before October 15 of the calendar year in which the term of office begins, with respect to,

- (a) which components listed in paragraphs 1 to 4 of subsection 2 (1) it will pay during the term of office;
- (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid to a member for each year of the term of office, determined in accordance with sections 5, 7 and 8; and
- (c) for the enrolment amount, if it will be paid, the percentage to be applied in calculating the enrolment amount limit for a member for each year of the term of office. O. Reg. 357/06, s. 4 (1); O. Reg. 163/07, s. 2 (1); O. Reg. 190/10, s. 2 (1).

(2) The board may, at any time, change its policy under subsection (1) such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage to be applied in calculating the enrolment amount limit is lowered for a year. O. Reg. 163/07, s. 2 (2).

(3) If the board changes its policy for a year under subsection (2), it may restore the original policy made under subsection (1) at any time before the end of the period to which the policy applies. O. Reg. 163/07, s. 2 (2).

(4) REVOKED: O. Reg. 190/10, s. 2 (2).

**Base amount**

5. (1) The base amount for a member for a year of a term of office is an amount that does not exceed the base amount limit determined under subsection (2), (3) or (4), as the case may be. O. Reg. 357/06, s. 5 (1).

(2) For a member other than the chair or vice-chair, the base amount limit for the year is determined as follows:

1. For each year of the term of office beginning on December 1, 2006, \$5,900.
2. For each year of the term of office beginning on December 1, 2010, the amount calculated for a year of the term of office beginning on December 1, 2006, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between,
  - i. July 1, 2006, and
  - ii. June 30, 2010.
3. For each year of the term of office beginning on December 1, 2014, \$5,900.
4. For each year of a term of office beginning on or after December 1, 2018, the amount applicable for a year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between,
  - i. July 1 of the calendar year in which the previous term of office started, and
  - ii. June 30 of the calendar year in which the term of office starts. O. Reg. 357/06, s. 5 (2); O. Reg. 163/07, s. 3; O. Reg. 190/14, s. 1.

(3) For the chair, the base amount limit for the year is determined by adding \$5,000 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (3).

(4) For the vice-chair, the base amount limit for the year is determined by adding \$2,500 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (4).

**Enrolment amount**

**6.** (1) The enrolment amount for a member for each year of a term of office is an amount determined for that year that does not exceed the enrolment amount limit. O. Reg. 163/07, s. 4 (1).

(1.1) The enrolment amount shall be calculated anew in each year of a member's term of office. O. Reg. 163/07, s. 4 (1).

(1.2) The enrolment amount limit is determined by multiplying the percentage determined by the board for the year under clause 4 (1) (c) or subsection 4 (2) or (3), as the case may be, by the amount determined for the member under subsection (2), (3) or (4), as the case may be. O. Reg. 163/07, s. 4 (1).

(2) For a member other than the chair or vice-chair, determine an amount as follows:

1. Multiply the enrolment of the board for the year as determined under section 9, by \$1.75.
2. Divide the number determined under paragraph 1 by the number of members determined for the board under subclause 58.1 (2) (k) (i) or subsection 58.1 (10.1) of the Act, as the case may be. O. Reg. 357/06, s. 6 (2); O. Reg. 163/07, s. 4 (2).

(3) For the chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 5 cents.
2. Determine the greater of,
  - i. the amount determined under paragraph 1, and
  - ii. \$500.
3. Determine the lesser of,
  - i. the amount determined under paragraph 2, and
  - ii. \$5,000. O. Reg. 357/06, s. 6 (3); O. Reg. 163/07, s. 4 (3).

(4) For the vice-chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 2.5 cents.
2. Determine the greater of,
  - i. the amount determined under paragraph 1, and
  - ii. \$250.
3. Determine the lesser of,
  - i. the amount determined under paragraph 2, and
  - ii. \$2,500. O. Reg. 357/06, s. 6 (4); O. Reg. 163/07, s. 4 (4).

**Attendance amount**

7. (1) The attendance amount is an amount that does not exceed the attendance amount limit of \$50. O. Reg. 357/06, s. 7 (1).

(2) The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. O. Reg. 357/06, s. 7 (2).

**Distance amount**

8. (1) The distance amount is an amount that does not exceed the distance amount limit of \$50. O. Reg. 357/06, s. 8 (1).

(2) For a board member described as follows, the distance amount may be paid to the member for attending any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act:

1. The board member is a member of a board that has,
  - i. a board area greater than 9,000 square kilometres, as set out in Table 1 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4, or
  - ii. a dispersal factor of greater than 25, as set out in Table 5 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.
2. On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres. O. Reg. 357/06, s. 8 (2); O. Reg. 163/07, s. 5.
- (3) A board member may receive the distance amount only once in respect of any day. O. Reg. 357/06, s. 8 (3).

**Enrolment**

9. For the purposes of section 6, the enrolment of the board for a year of a term of office is the estimate of the board's day school average daily enrolment that was,

- (a) determined for the purposes of the regulation made under section 234 of the Act in respect of calculating average daily enrolment for the school board fiscal year that ends in the calendar year in which the year of the term of office begins; and
- (b) submitted to the Ministry together with the estimates required by clause 232 (6) (c) of the Act. O. Reg. 163/07, s. 6; O. Reg. 164/11, s. 1.

**Service for a partial year**

10. (1) The honorarium for a board member who serves for a partial year is determined in accordance with this section. O. Reg. 357/06, s. 10 (1); O. Reg. 190/10, s. 3.

(2) The base amount is an amount that does not exceed the base amount limit for the partial year, which is determined by prorating, according to the time served, the base amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(2.1) The enrolment amount is an amount that does not exceed the enrolment amount limit for the partial year, which is determined by prorating, according to the time served, the enrolment amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(3) The attendance amount and the distance amount are determined in accordance with sections 7 and 8, with necessary modifications. O. Reg. 357/06, s. 10 (3).

11. REVOKED: O. Reg. 190/10, s. 4.

**SCHOOL AUTHORITIES**

**Honorarium for members of school authorities**

12. (1) A school authority may pay to its members an honorarium at the same rate and on the same conditions as the allowance being paid to its members on December 1, 1996. O. Reg. 357/06, s. 12 (1).

(2) If a school authority was paying an amount as an additional allowance to its chair or vice-chair on December 1, 1996, the school authority may pay that amount as an additional honorarium to its chair or vice-chair, at the same rate and on the same conditions as applied on December 1, 1996. O. Reg. 357/06, s. 12 (2).

**PART II  
RULES FOR THE PERIOD FROM APRIL 1, 2012 TO NOVEMBER 30, 2014**

**Temporary limit on honoraria**

13. Despite Part I, for the period from April 1, 2012 to November 30, 2014, the honorarium for a chair, vice-chair or other member of a district school board shall not exceed the maximum amount that was payable to a member with that office

during the period in which the restraint measures under sections 7 to 11 of the *Public Sector Compensation Restraint to Protect Public Services Act, 2010* applied. O. Reg. 57112, s. 3; O. Reg. 81114, s. 2.

TABLE 1 REVOKED: O. Reg. 190110, s. 5.

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