

## **By-Law 2025-002**

### **BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT**

#### **Payment of Annual Indemnity**

**BEING a BY-LAW** of the Portage la Prairie School Division providing for the payment of indemnities, mileage and expenses to members of the Board of Trustees.

**WHEREAS** A school board may, by by-law, provide for the payment of an annual indemnity to the Chair and to each trustee payable in such amount and at such times and under such conditions as provided in the by-law. [PSA 56(1)]

#### **1. Annual Indemnities Rate**

That, each member of the Board of Trustees be paid by equal monthly installments, an annual indemnity of:

a) Chairperson	\$12,000 (Base plus \$2000)
b) Vice Chairperson	\$11,000 (Base plus \$1000)
c) Base Indemnity	\$10,000 (Base)

**Annual Indemnities Cover:** Board meetings, inaugural meeting, electronic meetings, telephone conversation, speech preparations, committee meetings.

If a trustee is absent from a regularly scheduled board/committee meeting for more than two consecutive meetings it shall result in a loss of indemnity of \$350 for each meeting missed beyond the 2 meetings. Exemptions to this provision above may be granted by two-thirds vote by the board of trustees on a case-by-case basis.

And that absence from a regular meeting by any Trustee by reason of attending, on the same day, a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) shall be deemed an "authorized absence" for the purpose of Section 37 of *The Public Schools Act* and Section 2;

And further, that it shall be the responsibility of the Trustee to furnish the Superintende/Secretary-Treasurer with proper verification of attendance at said MSBA meetings within a timely fashion.

## 2. Additional Indemnities

In addition to the indemnity referred to in subsection (1), each member of a school board may be paid and may accept a half-day (\$162.50) or full-day (\$325.00) indemnity in compensation for the following:

- Meetings or events that trustees are directed to attend on behalf of the Board
- Division in-services
- Professional development conferences
- Conventions
- MSBA regional meetings

### Miscellaneous Expenses

- a) **Accommodation:** Reimbursement of actual hotel cost supported by receipts. Where hotel accommodations are required and a trustee brings a guest, there will be no additional charge if the rate for a single or double occupancy is the same. If there is a different charge for single or double occupancy the trustee will be required to pay the difference. A Trustee that stays in private accommodation may claim up to \$70.00 per day without receipts.
- b) **Incidentals:** Actual business-related parking, taxi, car rental, Wi-Fi and telephone expenses as supported by receipts.
- c) **Registration fees:** All applicable registration fees incurred while attending a convention, workshop, or seminars will be reimbursed. Excluded are optional entertainment, tours and reception expenses offered by the convention.
- d) **Meals:** Meal expenses will be reimbursed at the rate set out in the Portage la Prairie School Division Administrative Procedures.
- e) **Travel:** When Trustees use their personal vehicle to perform duties, they shall be reimbursed at the rate per kilometre set out in the Portage la Prairie School Division Administrative Procedures.

The remuneration or mileage is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the Secretary-Treasurer.

### **Reimbursement for Expenses**

"A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine." [PSA, 56 (2)(3)]

**Automatic Indexing**

On or about July 1 of each year, the Secretary-Treasurer will apply a cost-of-living adjustment to the above rates based on the average twelve months Manitoba Consumer Price Index for the previous calendar year and will furnish each trustee with a copy of the adjusted rates.

That By-law No. BFG/2010 is hereby repealed effective the date of passing this By-law.

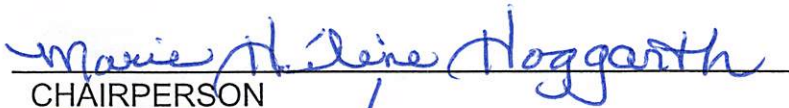
Given final reading and passed in open session at the regular meeting of the Board of Trustees of the Portage la Prairie School Division held in the City of Portage la Prairie this 25 day of February 2025.

Given 1st reading this 11<sup>th</sup> day of February 2025

Given 2nd reading this 25<sup>th</sup> day of February 2025

Given 3rd reading this 25<sup>th</sup> day of February 2025

Certified a true copy of By-law No. 2025-002 of the Board of Trustees of The Portage la Prairie School Division

  
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CHAIRPERSON

  
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SUPERINTENDENT/SECRETARY-TREASURER