



**Sunrise School Division
Board of Trustees
INDEMNITY By-Law No. 379-24**

BEING a By-Law to amend By-Law #379-24, BEING a By-Law of the Sunrise School Division to provide for payment of an annual indemnity to each trustee and to fix an amount for each kilometer, actually and necessarily traveled by each Trustee for the performance of the duties of the Board effective June 1, 2024.

AND WHEREAS it is deemed expedient and advisable to provide for an indemnity for each member of the Board of Trustees of the Sunrise School Division.

AND WHEREAS it is deemed expedient and advisable to provide, in addition to the said indemnity, remuneration for kilometrage for attending meetings of the Board, and also an amount per kilometer for each kilometer actually and necessarily travelled by any trustee in the performance of the duties, work or services as authorized by resolution of the Board.

NOW THEREFORE, the Board of Trustees of the Sunrise School Division in session assembled, do hereby enact:

1. That commencing June 1, 2024, and for subsequent years unless otherwise provided by By-Law, the annual indemnities for Trustees shall be as follows:

Basic Indemnity for Trustees (includes all regular Board meetings except Committee meetings)	\$10,000
Chairperson – additional	\$3000
Vice-Chairperson – additional	\$1800
All Chairpersons of Standing Committees or temporary Standing Committees will receive an annual indemnity per Trustee	\$500
All members of the Standing Committees or temporary Standing Committees, including the Chairs, will receive an annual indemnity per Trustee.	\$620

With the exception of the Education Foundation Committee which will be paid as an Ad Hoc Committee

All Members of the Negotiations Committees, including the Chairs, will receive an indemnity per union contract negotiated and for a combination of senior administration/non-union contract negotiated to be paid at the settlement of the contract or upon termination of office.	\$550
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All Chairpersons of Negotiations Committee will receive an indemnity per union contract negotiated and for a combination of senior administration/non-union contract negotiated to be paid at the settlement of the contract or upon termination of office. \$450

Board Chair or Board Vice-Chair will be the **official alternate** for a Committee Member (including Negotiation Committee meetings); if the Board Chair or Vice-Board Chair are unable to be the alternate then the Committee Chair will select an alternate. The alternate shall be paid a flat rate of:

For meetings of 4 hours or less including the travel time to attend the meeting. \$40.00

and
For meetings more than 4 hours including the travel time to attend the meeting. \$60.00

As per Robert’s Rules of Order as well as Operational By-Law #374-23, a trustee who is chosen to chair the meeting in the absence of both the Chair and Vice-Chair shall also be compensated as above.

2. Board Meeting extension indemnity per Trustee in attendance 20.00

3. Trustee retreats, community consultations and Special Board meetings including the travel time for approved functions. For clarification, see attached Appendix “A”.

Trustees will receive a per diem for a half day: \$80.00
(Four hours or less including travel time)

Trustees will receive a per diem for a full day: \$160.00

Trustees can only claim a maximum full day per diem regardless of the number of meetings in one day.

4. When Trustees are attending functions outside of the Division and the Province, approval is required by the Board.

Trustees will receive a per diem for a half day: \$80.00
(Four hours or less including travel time)

Trustees will receive a per diem for a full day: \$160.00

For the Trustee with signing authority who signs cheques for the respective week payment will be \$55.00

5. Agenda setting \$30.00

6. That each member of the Board of Trustees of the Sunrise School Division shall receive as per Division Policy for each kilometer **actually** and **necessarily** travelled from his/her place of residence in the school division to the place of meeting and return to his/her place of residence. Carpooling should be considered and taken advantage of when convenient.

7. That each member of the Board of Trustees of the Sunrise School Division receives as per Division policy for each kilometer actually and necessarily travelled by him/her in the performance of the duties, work, or services he/she is required or authorized by resolution of the Board, to perform. Carpooling should be considered and taken advantage of when convenient. (See Indemnity By-Law Appendix A)
8. Requests for reimbursement of expenses shall be made to the Secretary-Treasurer on the prescribed form.
9. Mileage to attend Professional Development will be charged to a separate account and not to the Trustee Professional Development account.
10. That the Sunrise School Division will budget annually (as per Cost of Governance Policy) for each Trustee for Professional Development. Each Trustee will have an equal annual amount for Professional Development, which shall cover all costs including rooms, airfare (instead of transportation) and registration including registration for web-based seminars or courses.
11. Reasonable expenses due to weather related conditions may be reimbursed at the discretion of the Finance Committee. Expenses may include overnight accommodations, meals, and phone calls.
12. That the payment of the basic indemnity, including any annual adjustments identified in 1 above, shall be made semi-monthly based on the total of all annual indemnities divided by twenty-four (24), with the exception of indemnities paid for negotiated contracts which will be paid as outlined in 1 above. Payment of any additional expenses shall be made prior to the last day of the following month based on approved expense claims.
13. That, where for any reason a Trustee does not serve a full twelve (12) months in any year of his/her term of office he/she shall be paid such proportions of his/her annual indemnity as the number of months that he/she serves.
14. Meals, during the performance of trustee duties, can be claimed with detailed receipts and will be charged to the appropriate account.

The daily per diem is (excluding the gratuity) \$85.00

The allowable gratuity that can be claimed should not exceed 15%

Breakfast:	\$20.00
Lunch:	\$25.00
Dinner:	\$40.00.

15. Professional Development and expenses total amount will be set during each year's budget process and allocated evenly to each Trustee as per direction from the Board of Trustees.
16. Each Trustee shall be reimbursed for their monthly home internet expenses at a monthly rate of actual cost up to \$120.00 maximum. Evidence of a bill must be provided to Finance Department annually
17. Each Trustee shall be reimbursed for their monthly cell phone expenses at a monthly rate of actual

cost up to \$50.00 for the Chairperson and up to \$35.00 maximum for all other Trustees. Evidence of a bill must be provided to Finance Department annually.

18. Reasonable expenses acquired but not covered by this By-Law may be submitted to the Secretary-Treasurer for approval.

That this By-Law of the Sunrise School Division, assembled at Beausejour, in the Province of Manitoba, this 1st day of June 2024.

Read a first time June 4, 2024, A.D.

Read a second time June 4, 2024, A.D.

Read a third time ,2024 A.D.

“Original signed by”

“Original signed by”

Chairperson

Superintendent/CEO

APPENDIX "A"

Expense claims older than 3 months or from a previous school year will not be reimbursed.

Trustees are entitled to claim per diem of \$80 per four hours or less including travel time, or \$160 for over four hours including travel time for the following engagements:

1. All special meetings including education sessions
2. Budget meetings
3. Board sanctioned meetings with the community(ies) including consultations
4. Board sanctioned meetings with federal, provincial, and municipal government officials, legal, and educational personnel
5. All approved PD sessions
6. Retreats, conventions, and organized tours of the schools.
7. Christmas concerts and Graduations
8. Divisional PAC meetings and Divisional PD days.
9. Events put on by the division. Ie. Youth Parliament, Feast, Art Speak
10. Interviews to hire management.
11. Approved Virtual sessions will be treated in the same manner as in person. Virtual sessions can be either livestreamed or recorded to be eligible for per diem.

In order to compensate for travel days for out of province PD you can claim the day before and the day after if you travel more than four hours each way. For example, if you attend a PD session all day, and travel home in the evening, you are entitled to claim the day after for honorarium, providing your travel was more than 4 hours in length.

Trustees are entitled to claim reimbursement for admission fees required for attendance at events, and any books or materials required for professional development.

For clarification, no per diem can be claimed for Parent Advisory Council Meetings, Recreational Committee Meetings, Remembrance Day Ceremonies, or other community organizations or special events hosted by a school.

Mileage may be claimed per division rates

1. Attendance at any events from above
2. Any other event that requires your presence