



**Sunrise School Division
Board of Trustees
INDEMNITY By-Law No. 353-17**

BEING a By-Law to amend By-Law #342/16, 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 July 1, 2017.

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 July 1, 2017 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)	\$9360
Chairperson – additional	\$2755
Vice-Chairperson – additional	\$1630
All Chairpersons of Standing Committees or temporary Standing Committees listed in the Policy BDE - Board Committees (formerly known as GP-7 Board Committee Principles and GP-8 Board Committee Structure) will receive an annual indemnity per Trustee.	\$470
All members of the Standing Committees or temporary Standing Committees, including the Chairs, as listed in the Policy BDE will receive an annual indemnity per Trustee.	\$580
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.	\$510

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.	\$410
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.)	\$30
and	
For meetings more than 4 hours including the travel time to attend the meeting.	\$50
2. Board Meeting extension indemnity per Trustee in attendance	\$20
3. Trustee retreats, community consultations and Special Board meetings including the travel time for approved functions.	
Trustees will receive a per diem for a half day: (Four hours or less including travel time)	\$50
Trustees will receive a per diem for a full day:	\$100
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: (Four hours or less including travel time)	\$50
Trustees will receive a per diem for a full day:	\$100
For the Trustee with signing authority who signs cheques for the respective week payment will be	\$50
5. That in accordance with the Federal Income Tax Act, one-third of the amounts stated above shall be deemed to be a tax-free expense allowance.	
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 receive 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.
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)

\$75

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

Breakfast:	\$15.00
Lunch:	\$20.00
Dinner:	\$40.00

15. Divisional cell phone with email capability to be provided to the Chair of the Board.
16. Each Trustee shall be reimbursed for their monthly home internet expenses at a monthly rate of **\$50.00** maximum. Evidence of a bill must be provided to Finance Department annually.
17. 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 7 day of November, 2017.

Read a first time November 7, 2017 A.D.
Read a second time November 21, 2017 A.D.
Read a third time November 21, 2017 A.D.



Chairperson



Secretary-Treasurer