

# Trustee Expenses

## Board Policy

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**Policy Adopted:** January 2012 (M12-0005)

**Revision Date:** June 2025

**Responsibility:** Board of Trustees

### 1. Objective

The Halton District School Board (HDSB) recognizes the need to properly equip and reimburse Trustees for expenses reasonably incurred in carrying out their role as Trustee.

### 2. Policy Statement

The HDSB is committed to an organizational culture that is consistent with the guiding principles which frame our Multi-Year Strategic Plan. The HDSB will reimburse Trustees for approved expenses incurred directly as a result of carrying out their official duties, as detailed in the Trustee Expense Governance Procedures.

### 3. Scope

This policy applies to the Trustees of HDSB.

### 4. Guiding Principles

The Board of Trustees are committed to accountable and transparent use of public funds, and acknowledge that reasonable and direct expenses incurred while carrying out their duties and obligations will be reimbursed.

- Expenses incurred are appropriate and directly related to discharging their role as Trustee
- Expenses incurred are reasonable, economical and follow the Broader Public Sector Expense Directive, as set out by the Province of Ontario
- Trustee expenses are publicly available on the HDSB public website

### **Related Board Policies and Governance Procedures**

Trustee Code of Conduct  
Trustee Honoraria Policy  
Fraud Management Policy  
Procurement Policy  
Trustee Expense Governance Procedure

### **Related Board Administrative Procedures**

Procurement Administrative Procedure  
Hospitality Administrative Procedure

### **Related Legislation and Industry Documents**

[Ontario Education Act](#)  
[Broader Public Sector Accountability Act, 2010](#)  
[Accessibility for Ontarians with Disabilities Act, 2005](#)

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**Policy Due for Review:      June 2029**

### **Revision History**

- June 2025 (M25-062) - Comprehensive Review
  - Updated template, guiding principles and references.