

POLICY ON HONORARIA TO EDUCATION COMMITTEE MEMBERS

Department responsible : General Administration	Approved by : _____ Director general
Effective date : March 24, 1998	Amended : June 17, 1999, June 13, 2000, June 16, 2006, June 18, 2012, June 25, 2015, December 14, 2021, July 29, 2025 and June 11, 2026
References : CC 97/98-44 CC 98/99-80 CC 99/00-48 CC 2005/2006-52 CC 2011/12-26 CC 2014/15-64 CC 2021-2022-38 CC 2025-2026-06 CC 2025-2026-70	

1. PURPOSE

- 1.1. To set the rules pertaining to the honoraria paid to Education Committee members and the use of any surplus encountered at the end of the school year in this respect.

2. GENERAL PRINCIPLE

- 2.1. This policy applies to all Education Committees and their members.

Eligibility

- 2.2 Only members elected or appointed to sit on Education Committees are entitled to this remuneration. Other optional members such as the Mayor, the principal or the Centre Director are not entitled to this remuneration.

Amount

- 2.3 The total amount allotted to each Education Committee every school year is \$1,500 per elected member sitting on the Committee. The total number of members is based on the size of the community, as set forth in the Rules on the composition and functioning of the Education Committees.
- 2.4 The maximum amount paid by each Education Committee to each of its members is \$150 per month, up to a maximum of \$1,500 per school year.

(as amended by Resolution 2025-2026-70 dated June 11, 2026)



Installments and payments

- 2.5 The total remuneration is divided for payment into 2 installments forwarded by the Board to each Committee twice in the school year, that is in August and in January.
- 2.6 Members shall receive their honoraria in 10 equal payments made at the end of each month, except July and August where no payments are made.

Administration of the honorarium account

- 2.7 The Center Director is responsible for the administration of these funds and shall deposit the total amount received in an identified account at the bank, at the Coop or at another recognized establishment.
- 2.8. The Center Director must send, before June 30, to the Secretary General of the School Board a report indicating the names of Education Committee members, the amount received by each and the cheque numbers.

Reduction of the honorarium

- 2.9 End-of-month payments allow for a reduction of the honorarium paid to a member who has missed a meeting without good cause, as decided by the other members of the Education Committee.

Use of surplus

- 2.10 Any surplus at the end of the year in the honorarium account should not be the consequence of negligence by the Education Committee to fill a vacancy, nor the result of a member deliberately missing more than 3 consecutive meetings without good cause and without being replaced.

Should this be the case, the Secretary General must bring the matter before the Council of Commissioners, who may decide to recover this surplus and use it as it deems appropriate.

- 2.11 Should there be a surplus in the honorarium account, the Education Committee shall decide how it should be spent and make a request to the Secretary General of the Board to that effect.
- 2.12 The Secretary General shall authorize the expense only if it benefits directly the students through school or extracurricular activities such as prizes, rewards, excursions or other related matters.
- 2.13 In no case, may a surplus be used for the sole benefit of the Education Committee or its members.



3. SPECIAL HONORARIA FOR ATTENDING EDUCATION COUNCIL

- 3.1 Education Committee members who attend meetings of the Education Council shall receive \$100 per day.

(as amended by Resolution 98/99-80 dated June 17, 1999)

4. APPLICATION OF THIS POLICY

- 4.1 The Secretary General of the School Board is responsible for the application of this policy.

