SUBJECT: **BOARD - HONORARIA POLICY**

Policy No: **B-2026-22**

Date: **November 3, 2026**

Review Date: **November 2030**

Pages: **2**

PURPOSE

The Board recognizes the valuable contribution of community members who volunteer their time and expertise to support effective library governance. The purpose of this policy is to establish a consistent and transparent framework for the payment of honoraria and reimbursement of authorized expenses incurred while conducting Board business.

POLICY

General

An honorarium will be paid to Board members, based on the number of regularly scheduled meetings attended per year. For the purposes of this policy, attendance may be in person or through approved electronic means, where permitted.

Application

This policy applies to all appointed community members of the Library Board. Elected officials serving on the Board are not eligible to receive honoraria under this policy, as remuneration for members of Council is established separately through municipal policies and procedures.

Guidelines

Honoraria shall be paid at a rate of $100 per regularly scheduled Board meeting attended, to a maximum of ten (10) meetings per calendar year, in line with the meeting per diem supplied to Elected Officials administered by the Town.

Honoraria shall be paid in two installments annually:

- Following the June Board meeting; and
- Following the December Board meeting.

Payments shall be based on attendance records maintained by the Board Secretary.

No additional honoraria shall be paid for attendance at:

- Committee meetings;
- Special Board meetings;
- Town Council meetings;
- Conferences, workshops, training sessions, or seminars;
- Library programs, ceremonies, community events, or other functions; or
- Any other meeting or activity undertaken on behalf of the Board.

Expense Reimbursement

Board members authorized to represent the Board at conferences, meetings, training sessions, or other approved business activities may be reimbursed for reasonable and actual expenses incurred in carrying out their duties. All claims for reimbursement must:
Be supported by original receipts or other acceptable documentation.

Eligible expenses may include:

- Registration fees;
- Transportation and mileage;
- Accommodations;
- Meals;
- Parking;
- Other expenses approved by the Board in advance.

Approved by the Innisfil Public Library Board, November 3, 2026, Motion Number: 2026.52

Supersedes Policy #B-2021-01, approved January 18, 2021, Motion #2021.09; and Policy #B-2017-01, approved January 16, 2017, Motion #2017.02; & Policy #B-2012-07, approved May 22, 2012, Motion #2012.42; &
Policy #2009-09, approved April 20, 2009, Motion #2009.34; &
Policy #2006–19, approved May 8, 2006, Motion #2006.51; &
Policy #2002-27, approved December 9, 2002, Motion #2002.61.