



**Cost Sharing Policy
January 2023**

PREAMBLE

The English Educational Community in Quebec faces a unique challenge by virtue of the fact that schools are dispersed over a large geographical area. This reality, combined with capacity in the sector, requires more travel for sessions generally offered only in the Montreal area; our francophone counterparts would generally receive regional sessions.

The geographical boundaries are such that participation in any given Professional Development activity and/or offer of service requires travel of a minimum of 2 hours for half of the educators in the English community.

The following LCEEQ Services Cost Sharing Policy will take effect immediately and terminate, subject to review, on June 30, 2023.

LCEEQ Cost Sharing Policy

Cost sharing for Professional Development activities, contained in the Professional Development Sub-Committee (LCEEQ) Plan 2023-2026, is as follows:

- LCEEQ will subsidize the cost of travel and accommodation at a rate of three hundred dollars (\$300.) for a one-day activity for participants whose Board/Association and/or school is located between 250 and 499 kilometers (round trip) from the location of the activity. For an activity that is more than one day, an additional \$175. per day will be granted;
- LCEEQ will subsidize the cost of travel and accommodation at a rate of seven hundred dollars (\$700.) for a one-day activity for participants whose Board/Association and/or school is located 500 or more kilometers (round trip) from the location of the activity. For an activity that is more than one day, an additional \$175. per day will be granted;

- LCEEQ will subsidize accommodation for activities identified by the LCEEQ as residential wherein participants are required to remain on site overnight; \$175. per day will be granted in cases in which the previous two clauses do not apply.
- The above LCEEQ Cost Sharing subsidies do not apply in the case of the LCEEQ Conference; travel allocations for Boards and Associations are determined on an annual basis.

The LCEEQ shall set the quota on the number of participants per Board/Association subsidized for any given PD activity.

Application for reimbursement must be received by the LCEEQ Coordinator within **two months** of a given event. Invoices not received within this time frame will not be reimbursed.

Revised January 2023.