

## **POLICY BHD – Trustee Compensation and Expenses**

**Trustees and the Chair have a very important role to fulfill and should be fairly reimbursed for their time spent carrying out Board business.**

### **DEFINITIONS**

Feeder School: the elementary or elementary/junior high school students naturally transition from, by policy, to the high school.

### **GUIDELINES & PROCEDURES**

1. The Honoraria shall be established annually.
2. Services for which Trustees shall receive remuneration (aside from those outlined in Policy BHB – Trustee Professional Development Opportunities) shall include:
  - a) Regular School Board Meetings;
  - b) Special School Board Meetings;
  - c) Meetings of Committees of the Board;
  - d) A.S.B.A. Zone 1 meetings;
  - e) A.S.B.A. and P.S.B.A.A. spring and fall annual general meetings and related events, as well as all virtual attendance at ASBA and PSBAA professional learning;
  - f) A.S.C.A. Annual Conference;
  - g) Local Zone Alberta Education Consultation Sessions;
  - h) PWPSD Grand Openings;
  - i) Attendance at Christmas Concerts of their representative school(s);
  - j) Long Service Awards celebrating staff from schools located in their ward; (If the local trustee is unable to attend, an alternate may be selected by the Superintendent.);
  - k) Graduation exercises celebrating students from schools located in their ward, as well as feeder schools. (If the local trustee is unable to attend, an alternate may be selected by the Superintendent);
  - l) Attendance at school activities where the trustee is formally invited to participate, and authorized in advance by the Board Chair or Superintendent;
  - m) Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;
  - n) All other activities as authorized by Board motion where the Board places an obligation on the trustee(s) to attend and/or participate;

3. The Board Chair remuneration shall include those activities included under Policy BCBA-Board Chair Powers and Duties not specifically cited in this policy, especially:
  - a) Preparation of Board meeting agenda,
  - b) Consultation with the Superintendent when requested for action initiation which is not within the parameters of Board policy,
  - c) Representation of Board at official functions, and
  - d) Meeting with educational, municipal and government agencies on behalf of the Board.
4. In recognition of the responsibilities of the position, Board Trustees will receive a basic monthly administration honorarium of up to three General Duty days per month, to a maximum of 33 days per school year. General Duty days include but are not limited to, meeting preparation (including reviewing agenda packages and preparing reports), attending non compensatory school events, governance, reading, telephone calls and email correspondence.
5. In recognition of the responsibilities of the position, the Board Chair will receive a basic monthly administration honorarium of up to five General Duty days per month, to a maximum of 60 days per school year. General Duty days include but are not limited to, meeting preparation (including reviewing agenda packages and preparing reports), attending non compensatory school events, governance, reading, telephone calls and email correspondence.
6. Attendance at the following activities shall be considered as part of Board member public relations for which no compensation will be paid:
  - a) Concerts (other than Christmas Concerts), student competitions, plays and/or other social functions of the schools;
  - b) Social functions of the staff;
  - c) Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
  - d) Weddings and funerals.
7. Travel expenses:
  - a) The following travel expenses actually incurred by Board members in the performance of their official duties and not reimbursed or provided by any other source, will be deemed approved expenses and appropriate for reimbursement:
    - i) kilometrage and a one-half day per diem\* may be claimed for attendance at School Council meetings (this applies to the primary trustees who attend school council meetings for the schools in their ward). Trustees representing feeder schools are authorized to attend one meeting per school year or as an alternate if the primary trustee is unable to attend.

- ii) all commercial transportation less than first class airfare. Ground transportation will not exceed transportation fares from hotel of residence to the meeting and return transportation fares from the airport to the hotel of residence and return, or kilometrage, meals, accommodation and travel time at rates established by the Board and appended to this policy;
  - iii) kilometrage, meals, accommodation and travel time at rates established by the Board and appended to this policy;
  - iv) telephone calls, both local and long distance, for official business, or for the reservations of rooms, meals or transportation.
- b) When trustees are required to attend meetings and or attend to Board business as a part of their role as a trustee on consecutive dates, at their own discretion they may choose to claim for associated hotel expense instead of return kilometrage from their residence when the one way distance exceeds 75 kilometres.
  - c) Carpooling is strongly encouraged.
  - d) Exceptions can be made for situations of inclement weather or unforeseen circumstances as approved by the Board Chair or Superintendent or designate.
8. Starting September 1, 2002 and every September 1<sup>st</sup> thereafter, the Board per diem shall be incremented by the current Canadian Consumer Price Index as established by the Superintendent or designate. The change shall be communicated each school year at the first Committee of the Whole meeting by inclusion in the consent agenda.
9. Payment shall be made **monthly** following presentation of the Honoraria and Expense Allowance Claim Form. The Chair shall make a determination on any item claimed that is in dispute or is not addressed by this policy.
10. Claims will not be processed that are more than three (3) months old with the exception of fiscal year end of August 31 and December 31 when all claims must be submitted within five (5) business days.
11. Should an issue arise from a Trustee's claim, it may not be paid until after Board approval.

\* **Per Diem = Honoraria**

## **REFERENCES**

### **Cross References:**

[\*Exhibit 1 – Compensation and Expense Rate Schedule\*](#)  
*Policy BC - Organization of the Board*  
*Policy BCBA - Board Chair Powers and Duties*  
*Policy BHB - Board Members Development Opportunities*

### **Legal References:**

[\*Education Act\*](#) Section 53  
Revenue Canada IT 292

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**Next Review:** Annual