

## Policy 7 – Appendix B – Trustee Remuneration and Disclosures

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Trustees are compensated for their time spent carrying out Board business.

### 1. Basic Honorarium

1.1 Each trustee shall receive a basic monthly administration honorarium which is to be equal to a one day per diem rate. The Board Chair shall receive an additional administration honorarium equal to (2) two days at the per diem rate. This additional honorarium is to cover activities such as:

- 1.1.1 Auditing cheques and signing documents;
- 1.1.2 Consultations with trustees and the Superintendent.
- 1.1.3 Other Board Chair duties as required.

### 2. Per Diem

2.1 Trustees may attend and claim travel and per diem for the following meetings:

- 2.1.1 Regular and Special meetings of the Board;
- 2.1.2 Meetings of committees to which trustee(s) are appointed by the Board;
- 2.1.3 A.S.B.A. Zone 4 Meetings;
- 2.1.4 School tours;
- 2.1.5 Attendance at meetings held by other organizations to which the Board appoints a representative;
- 2.1.6 School Council meetings, including Council of School Council meetings;
- 2.1.7 Remembrance Day Ceremonies;
- 2.1.8 Graduation Ceremonies, including Grade 9 Farewells;
- 2.1.9 Division-wide Professional Days;
- 2.1.10 Recognition Night;
- 2.1.11 The spring or fall general conferences of the Alberta School Boards Association;
- 2.1.12 Attendance at Board Agenda planning meetings;
- 2.1.13 Edwin Parr Recognition Dinner;
- 2.1.14 Alberta Teachers Association Induction Banquet/Celebration;
- 2.1.15 Local Government Liaison Meetings;
- 2.1.16 Leadership Appreciation Celebration;
- 2.1.17 Annual awards ceremonies when formally invited by the Principal;
- 2.1.18 Attendance at other events as per Board approval.

2.2 Attendance at events not specifically listed above, and not pre-approved by the Board, is subject to Board approval.

2.3 Attendance at the following activities shall be considered as part of trustee public relations for which no compensation will be paid unless otherwise specifically approved by Board motion:

- 2.3.1 Attendance at concerts, student competitions, plays and/or other social functions of the school;
- 2.3.2 Attendance at social functions of the staff;

2.3.3 Informal, unsolicited school or office visits and individual meetings with members of the staff or public.

### 3. Travel

3.1 Trustees shall be reimbursed for travel expenses at the rates set annually by the Board.

### 4. Conventions / Conferences

4.1 Trustees will be eligible for the following payments/reimbursements for attendance at conventions or conferences where their attendance has been authorized by the Board:

4.1.1 Per diem amount as set annually by the Board (“overnight/conference” or “regular”, as appropriate);

4.1.2 Travel at the rate set annually by the Board;

4.1.3 Hotel/motel parking charges;

4.1.4 Accommodations at actual cost (receipts must be provided);

4.1.5 Registration fee (receipts required);

#### 4.2 Trustee Development

4.2.1 Trustees may claim a maximum of \$3,000 per four-year term for expenses related to professional development in education and governance.

4.2.1.1 Professional Development is defined as activities unrelated to the Alberta School Boards Association (ASBA).

4.2.2 Trustees will inform the Board regarding professional development activities they attend.

4.2.3 All other compensated attendances require approval by the Board in the form of a motion.

### 5. General Guidelines

5.1 Per diem may be claimed on the basis of a full day or half day meeting with a half day meeting being 4 (four) hours or less. Traveling time may be used in determining the length of the meeting.

5.2 Trustees may claim the per diem for overnight/conference stays where the time is more than four (4) hours and a trustee stays at an accommodation away from their residence for that night. Trustees may claim the overnight rate for travel time to return to their residence.

5.3 Trustees may claim the per diem for overnight/conference stays where a trustee is attending the spring and/or fall conferences for the Alberta School Boards Association.

5.4 If the duties of a trustee require more than eight hours in a particular day for meetings, including time needed to wait between meetings, the per diem may be claimed up to 1.5 full days (excluding overnight/conference compensation). Where a trustee qualifies for the overnight/conference compensation, the overnight/conference

compensation shall be claimed at either a half-day or full-day, and cannot exceed a full-day.

- 5.5 The rates referred to in this policy shall be established by the Board at their annual Organizational Meeting.
- 5.6 Trustees shall be eligible to participate in the A.S.E.B.P. program on a cost sharing basis as set annually by the Board.
- 5.7 Payments to trustees shall be made monthly following presentation and approval of the Trustee Honorariums and Reimbursements form at regular meetings of the Board. Trustees are to provide a claim for honorarium and/or expense reimbursement once per month during school months, and again at year end.

## 6. Transparency in Remuneration and Expenses

The Division is committed to ensuring that taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.

- 6.1 Trustees will submit all expense claims and receipts for consideration of payment. All claims will continue to be approved by the Board as per Board Policy.
  - 6.1.1 Expense claims and receipts are subject to redaction of personal information, as the information would normally be withheld under the *Freedom of Information and Protection of Privacy Act (FOIP)*. Redaction of personal information such as home address, phone numbers, credit card information, etc. from supporting documentation will be the responsibility of the claimant and audited by Division staff.
  - 6.1.2 The following expense claims will be posted on the Division website:
    - 6.1.2.1 Trustee fee sheet including monthly allowance.
    - 6.1.2.2 Trustee hotel, restaurant, taxi, travel receipts/claims (including mileage) to support claims on the trustee fee sheet.
    - 6.1.2.3 Trustee benefits information that can be attributed monthly, if possible, or alternately reported annually.
    - 6.1.2.4 Superintendent, Deputy Superintendent, and Secretary Treasurer expense claims and back-up documentation.

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Reference: Section 33, 34, 51, 52 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222 Education Act  
Local Authorities Election Act  
Income Tax Act (Canada)  
Board Procedures Regulation (AR 82/2019)

Petitions and Public Notices Regulation (AR 91/2019)  
Ministerial Order 017/98  
Ministerial Order 059/98

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