



Board Policy 7 - Appendix B

TRUSTEE COMPENSATION AND BENEFITS

1. Honoraria Trustee compensation shall include a basic honoraria for trustees which provides for all services rendered by a trustee to attend:

Expected

- 1.1 Regular Board meetings.
- 1.2 Special Board meetings.
- 1.3 Board planning sessions.
- 1.4 Meetings of committees of the Board.
- 1.5 Meetings held by other organizations to which the Board appoints a representative(s).
- 1.6 ASBA general meetings.
- 1.7 School Council meetings as a Board representative upon invitation, when possible.
- 1.8 Annual Community Engagement (ACE).
- 1.9 Meetings with Division staff and tours of facilities as planned by the Board.
- 1.10 Engagements with elected officials when invited / hosting.
- 1.11 Public engagements / events that are related to Division operations occurring in a Trustee's ward.
- 1.12 School Tours.

Recommended

- 1.13 ASBA Zone 2/3 meetings.
- 1.14 Board sponsored events.
- 1.15 School events, including graduations, awards ceremonies, when designated or formally invited as a Board representative.
- 1.16 Attendance at extracurricular school activities.
- 1.17 Concerts, plays and/or school functions.
- 1.18 When designated by rotation, Council of School Councils (CoSC).
- 1.19 Other Division meetings / events on behalf of the Board.
- 1.20 Retirement functions.
- 1.21 Individual meetings with members of the public.
- 1.22 Any other community involvement.

The Board shall pay the Chair and Vice-Chair honoraria in addition to the regular trustee honorarium.

2. Per Diem Allowance

Funds for trustee compensation shall be budgeted for on an annual basis to cover the following:

- 2.1 Meetings called by the Minister or by Alberta Education officials. Trustees attending these meetings may claim per diems. Most often, this will involve the Board Chair or designate.
- 2.2 Trustees may claim a per diem allowance for professional development in accordance with the Trustee Compensation and Expenses Schedule, approved annually.

3. Benefits

Trustees will be eligible for the following benefit packages under the Alberta School Employee Benefit Plan (ASEBP):

- 3.1 Extended Health Care (Plan 1)
- 3.2 Dental Care (Plan 3)
- 3.3 Vision Care (plan 3)
- 3.4 Health Spending Account/Wellness Spending Account
- 3.5 Life and Accidental Death & Dismemberment Insurance (Plan 2)

4. Professional Development

- 4.1 A separate budget amount will be established each year for each trustee to attend conferences or workshops of choice. This budget may be used for per diem, travel, meals, accommodation, and registration costs. This budget amount may be accumulated to a maximum of four (4) years.
- 4.2 At the discretion of the Board Chair, a Trustee may “borrow” from subsequent year of their PD allowance to cover costs of an exceptional Professional Development opportunity.
- 4.3 The Superintendent or designate will maintain an ongoing record of expenditures for each trustee.
- 4.4 A brief report on each conference or workshop attended will be filed with the Board.

5. Reimbursement of Personal Expenses for Professional Development

Expense funds are to be used prudently and responsibly, with a focus on accountability and transparency.

- 5.1 Each trustee shall be reimbursed for registration, transportation, accommodation, meals and other personal expenses as per expense reimbursement rates in effect. Alcohol is not a reimbursable expense.
- 5.2 The reimbursement of personal expenses will, for the purposes of the Income Tax Act, be excluded from taxable income.

- 5.3 When a personal vehicle is used, mileage shall be paid on a “per kilometer” basis from the trustee’s residence to the meeting / conference location and return for all authorized activities. Taxis / Ridesharing options (e.g.Uber) are the preferred method of ground transportation when the use of a personal vehicle is not feasible for out-of-Division travel.
- 5.4 When the activity lasts more than one (1) day and the participant chooses to travel each day, the total daily claim for mileage cannot exceed the rate payable for standard room accommodation.
- 5.5 Travel costs shall be paid at the lesser of mileage or economy airfare, which is the booking class for all flights.

6. General Expense Allowance

- 6.1 The Trustee Compensation and Expense Form shall be submitted to the Board Chair by the third working day of the following month. Detailed receipts are required for any actual costs claimed, with the exception of a meal allowance. Payment for honoraria and per diem allowances will be paid within the first 10 days of the following month. Payment for travel, subsistence and other expenses will be paid on the first Friday following the approval of the Trustee Compensation and Expense Form.
- 6.2 If a pattern of non-attendance at required events is observed, it will be addressed through the process defined in Policy 4 Appendix – Trustee Code of Conduct Sanctions. A per diem deduction may be made for non-attendance at meetings covered by the basic honorarium.
- 6.3 Individual trustee remuneration will be reported annually in the Division’s audited financial statements.

7. Equipment

- 7.1 Trustees will be equipped with standard office equipment to assist in Division communications. This office equipment may include a laptop computer / tablet and may include a printer/fax/copier.
- 7.2 Trustees may claim for expense of toner and paper from general expenses.
- 7.3 Should an outgoing trustee choose to retain the Board approved office equipment, they must have all Division data purged within seven (7) days following an election or resignation.
- 7.4 Should an outgoing trustee choose to return the Board provided office equipment, they must return it within seven (7) days following an election or resignation.
- 7.5 Upon re-election, Trustees are eligible to receive a new device and may also choose to retain their existing laptop computer / tablet..
- 7.6 A replacement program for the Board provided office equipment will be established by the Technology Department.
- 7.7 All Board provided office equipment will be maintained by the Technology Department.
- 7.8 A record of office equipment on loan to each trustee will be kept on file.
- 7.9 Due diligence must be utilized to ensure the security of the office equipment.

7.10 Division technology is intended to be used for Board or Division business.

Trustee Compensation and Benefits Schedule Effective September 1, 2022

Basic Honoraria for Trustees

Annually \$27,565

Chair and Vice-Chair Honoraria

Chair \$512.00 per month

Vice-Chair \$256.00 per month

Per Diem Allowance for Trustee Development and Meetings Called by the Minister or by Alberta Education Officials

APPROVED RATES (Pending approval in 2023)

PER DIEMS		CONFERENCE CALLS	
UP TO 4 HOURS	\$ 117.00	UP TO 1 HOUR	\$ 30.00
UP TO 8 HOURS	\$ 234.00	UP TO 1.5 HOURS	\$ 45.00
Evenings	\$ 117.00	UP TO 2 HOURS	\$ 60.00
		(if over 2 hours claim applicable per diem)	

ASEBP & Health Spending Account

Health Spending Account/Wellness Spending Account (HSA/WSA) Annually \$500

ASEBP employer contributions at 95%

Trustee Development

Annually \$2,240 per Trustee

Trustee Expense Reimbursement Effective October 1, 2022

Living Expenses

Accommodation Actual Cost (Receipts Required)

Meals: Breakfast up to \$17.00

 Lunch up to \$17.00

 Dinner up to \$40.00

(Including Gratuities and GST - Receipts Not Required)

Kilometre Rates

a) With Accommodation - \$0.58 per kilometre

b) Without Accommodation - \$0.58 per kilometre

-daily total not to exceed cost of daily accommodation of convention hotel

c) Mileage or Economy Airfare (whichever is less)

Other

Parking Actual Cost [Receipts required]

Cab Fare Actual Cost [Receipts required]

Technology/Communication \$100.00/month

Telephone Charges Trustees are responsible for all personal phone calls

Note: *No Shows for Hotel Room & Registration: Trustees are responsible for cancelling registration and notifying hotels to cancel rooms. If charge occurs, the trustee is responsible.*