



DATE: April 26, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Board of Trustees
Shawna Warren, Superintendent

GOVERNANCE POLICY: [Policy 430 – Trustee Remuneration and Expense Reimbursement](#)

ADDITIONAL REFERENCE: [AP425 – Purchasing Authority and Procedure](#)
[AP435 – Employee Expense Claims and Reimbursement](#)
Board Procedures Regulation 82/2019
Assurance Domain – [Governance](#)

SUBJECT: Policy 430 – Trustee Remuneration and Expense Reimbursement

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve *Policy 430 – Trustee Remuneration and Expense Reimbursement* as presented at the April 26, 2023, Public Board meeting.

BACKGROUND:

A board, as a partner in education, has the responsibility to ensure effective stewardship of the board’s resources (*Education Act 33.1(i)*). The Board of Trustees ensure transparency to the public for the dollars spent in the school authority, therefore, *Policy 430 – Trustee Remuneration and Expense Reimbursement* underwent a thorough review process at multiple Committee of the Whole meetings, including February 8, 2023, March 8, 2023, and April 12, 2023.

One significant change made to the policy is the update of Exhibit A, which now provides a clear and concise definition of what is covered under the basic honorarium for trustees and the per diem allowance.

Administration is prepared to respond to questions at the April 26, 2023, Public Board meeting.

ATTACHMENT(S):

- 1. *Policy 430 – Trustee Remuneration and Expense Reimbursement – Tracked Changes*

Trustee Remuneration and Expense Reimbursement

1.0 POLICY

The Board believes that Trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

2.0 GUIDELINES

2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

2.2 Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.

2.3 Advances will not be paid to cover any approved expenses.

2.4 Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.

2.5 All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.

2.6 A Division credit card will be provided to the Board Chair upon request.

2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.

2.7 Approved expenses **are found in Exhibit A.** ~~will be reimbursed for the following activities:~~

~~2.7.1 Attendance at conferences, workshops, seminars and meetings, when such attendance has been approved by the Board for Trustee attendance.~~

~~2.7.2 Other approved activities carried out by Trustees in the performance of their duties,~~

~~e.g. Board appointees to Ad Hoc Committees or other organizations.~~

2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy.

3.0 PROCEDURES

3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the **Board Chair**. ~~Superintendent or designate~~. Questions will be directed to the Board Chair.

4.0 EXHIBIT A

4.1 Approved expenses will be paid at the following rates:

4.1.1 Actual distance traveled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.

4.1.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.

4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.

4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

4.2 Standard per kilometer distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.

4.3 A general expense allowance determined annually as part of the budget process.

References:

[Guidelines for Trustee Expense and Per Diem Claims](#)

Policy 430 - Exhibit A

Board Procedures Regulation 82/2019

Administrative Procedures:

AP425– Purchasing Authority and Procedure

AP435– Employee Expense Claims and Reimbursement

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

Exhibit A

1. Trustee Remuneration

Chair \$22,000

Vice Chair \$21,000

Trustees (5x 20,000) \$100,000

Professional Development (7 x 3,400) \$23,800

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

- 1.1 Regular, Committee and Special Board meetings;
- 1.2 Division meetings with staff, parents and/or students;
- 1.3 Meetings with other School Boards, local municipalities and governments - elected officials and personnel;
- 1.4 School Council meetings;
- 1.5 Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board
- 1.6 Attendance at school events/celebrations, concerts, productions and/or activities.
- 1.7 Attendance at social functions of the staff;
- 1.8 Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
- 1.9 Attendance at graduation/school awards ceremonies;
- 1.10 Attendance at extra-curricular school activities; and
- 1.11 Superintendent Informal Evaluation as the only employee of the Board.

2. Per Diem Allowance

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honoraria.

- 2.1 ASBA Zone Meetings (designate and alternate can claim);
- 2.2 Alberta Education Meetings/Events;
- 2.3 PSBAA Zone Meetings - (designate and alternate can claim);
- 2.4 Attendance at meetings held by other organizations to which the Board appoints a representative (example; Community Service Advisory Board);
- 2.5 Board Retreat, school tours and school presentations;
- 2.6 Professional development (Relevant to role of Trustee)
- 2.7 TEBA Meetings;
- 2.8 ASBA/PSBAA Conferences;
- 2.9 Discipline Hearings;
- 2.10 Negotiations - 7th Meeting onward (including 7th meeting); and
- 2.11 Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

3. Other Expenses

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

3.1 Registration;

3.2 Parking;

3.3 Meals;

3.3.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or

3.3.2 Amount on the receipt (the Division will not reimburse alcohol purchases).

3.4 Accommodation.