

### Governance Budget

The Board recognizes that Trustees are entitled to honorarium and compensation for expenses incurred in the performance of their duties. In addition, the Board believes that the Board's Governance budget must be set, monitored and publicly reported as are all Division budgets.

#### 1. Budget

The Board Governance Budget and the Trustee Expense Schedule Appendix A will be reviewed and approved during the annual budget process subject to the following considerations.

- 1.1. The Budget will specify allocations for the Board Chair, Board Vice Chair, Trustees and general Board expenses.
- 1.2. The budgets allocated to the Board Chair, Board Vice Chair and the Trustees will cover trustee honoraria, benefits and expenses.
- 1.3. The budget allocated to general Board expenses will cover Board Public Relations, general Board expenses, Board elections and attendance at the ACSTA AGM.
- 1.4. During the budget year, amendments to the specific allocations within the approved Board governance budget may be made after consideration and approval by the Board.

#### 2. Honoraria

- 2.1. The basic honorarium and allowance generally covers all divisional governance activities related to school Board meetings and school related activities:
  - Public Board meetings.
  - Special Public Board meetings.
  - Meetings of Committees of the Board.
  - Meetings with Division staff and tours of facilities as planned by the Board.
  - Other Division meetings on behalf of the Board.

- Optional attendance at concerts, plays and/or school functions.
- Board sponsored events.
- ACSTA/ASBA/CCSTA/CSBA meetings, conventions and workshops.
- Other workshops, conventions, seminars and retreats.
- Attendance at social functions of the staff.
- Informal, unsolicited school or office visits and individual meetings with members of the staff or public.
- Attendance at graduation exercises.
- Attendance at extra-curricular school activities.
- Attendance at meetings held by other organizations to which the Board appoints a representative.
- Any other related activities of the Board.

2.2. The honorarium shall be set on September 1 of each calendar year based on the following criteria:

2.2.1. The basic honorarium of the Board of Trustees shall be calculated as follows:

2.2.1.1. The average per Trustee honorarium shall be calculated from the previous Audited Financial Statements for all jurisdictions that are listed as Category 4 on Schedule 1 of the SUPERINTENDENT OF SCHOOLS REGULATION AR 94/2018.

2.2.1.2. The Basic Honorarium shall be set at 95% of the median of the eight jurisdictions with the highest average honorarium, not including the average of Elk Island Catholic Schools.

2.2.2. The Board Chair shall receive a Chair honorarium equal to 25% of the Basic Honorarium in addition to the Basic Honorarium.

2.2.3. The Board Vice-Chair shall receive a Vice Chair honorarium equal to 10% of the Basic Honorarium in addition to the Basic Honorarium.

### **3. Professional Development**

3.1. Funds for Trustee participation at conferences shall be budgeted for on an annual basis. The annual budget will account for registration fees, travel expenses, subsistence (meal allowance) and accommodation for Trustees to

participate in Professional Development. A Trustee may carry over a surplus or deficit to the next year. The expenses must be balanced by the end of the Board's four year term.

- 3.1.1. Alberta School Boards Association Conferences; and
- 3.1.2. A major National Conference such as CCSTA, CSBA, Labour Relations or any other related conferences
- 3.2. The professional development budget for each Trustee is intended to compensate Trustees for reasonable expenses incurred while attending conferences.
- 3.3. The budget line is set for each Trustee and Trustees must stay within their own professional development budget.
- 3.4. A budget line has been set up to accommodate Board directed Trustee attendance at conferences that do not fall under the regular professional development for a Trustee. Prior approval of the Board is required to qualify for a Board directed conference.

#### **4. Board Expense Claim Allowance**

- 4.1. Travel and Subsistence (Meal Allowance)

Travel and subsistence (meal allowance) will be reimbursed as per Appendix A.

- 4.2. ASBA Representative

Funds for travel, subsistence (meal allowance), accommodation and conference registration: For the ASBA Fall and Spring conference shall be provided in the budget for the Board ASBA Representative.

#### **5. Per Diem Allowance**

Funds for Trustee remuneration shall be budgeted for on an annual basis to cover loss of pay from regular employment as a result of conducting Board business.

- 5.1. This allowance is intended to reimburse Trustees for loss of their primary source of income from regular employment as a result of conducting mandatory Board business, outside of those activities covered in 2.1.
- 5.2. Filing for the per diem allowance shall be made on the Trustee Per Diem Claim form.

#### **6. Course Tuition Reimbursement**

If a Trustee wishes to pursue courses related to governance and Trusteeship they may do so provided the reimbursement for course tuition fees falls within their budget for professional development. This must be pre-approved in writing by the Board Chair prior to course registration.

## **7. Board Public Relations**

Funds shall be provided in the budget for Trustee participation in Board Public Relations activities:

- 7.1. Board hospitality as approved by the Chair of the Board;
- 7.2. Board-sponsored expenses for Collective Bargaining Committees;
- 7.3. Other related activities as pre-approved by Board Motion.

## **8. General Board Expenses (Board Functions)**

Funds shall be provided in the budget for general board expenses:

- 8.1. Regular Board and Committee meal expenses;
- 8.2. Board Election Costs
- 8.3. Board Retreats and Professional Development.
- 8.4. Any other related activities.

## **9. Membership Fees**

Funds shall be provided in the budget for the Board participation in professional organizations relevant to Trusteeship. The Board agrees to pay membership fees for such organizations as:

- 9.1. Alberta Catholic School Trustees' Association;
- 9.2. Alberta School Boards' Association;
- 9.3. ASBA zone;
- 9.4. TEBA;
- 9.5. Other related fees as pre-approved by Board Motion.

## **10. General Requirements**

- 10.1. Annual honoraria shall be paid in accordance with Appendix A. Payment will be made in one twelfth (1/12<sup>th</sup>) installments by direct deposit. Honoraria will be processed in compliance with current tax regulations.
- 10.2. Trustees may claim mileage (kilometers) for travel outside of their electoral ward in accordance with Appendix A. Mileage (kilometers) may be claimed on the Division Expense Claim form.
- 10.3. Trustees may claim per diem in accordance with Appendix A. Per diems do not include regular Public Board and Committee meetings. Trustees are not to claim per diems unless there is loss of their primary source of income from regular employment as a result of conducting mandatory Board business.
- 10.4. Expenses incurred by Trustees for professional development for all expenses related to attending conferences will be approved for reimbursement in accordance with Appendix A.
- 10.5. Trustees may claim on the Division Expense Claim form for hotel accommodation. Original detailed receipts must be provided.
- 10.6. Trustees may claim on the Division Expense Claim form the cost for subsistence (meal allowance) expenses in accordance with Appendix A.
- 10.7. Trustees may claim on the Division Expense Claim form for all other expenses incurred while carrying out Board business. Original detailed receipts must be provided
- 10.8. The Secretary-Treasurer shall provide a monthly budget report to the Board and Superintendent as a means for Trustees to monitor choices for professional growth.
- 10.9. Spousal expenses may not be charged to the Trustee's expense budget. Expenses paid by the Division for a spouse will be billed to the Trustee. These expenses will be deducted from the Trustee's monthly remuneration.
- 10.10. Trustees may claim tuition fees for non-credit courses specifically relating to governance and trusteeship. Prior written approval of the Board Chair is required. The reimbursement of tuition must be budgeted as Professional Development and fall within the professional development budget lines.
- 10.11. Trustees are required to stay within the approved budget lines for professional development. Special Board approval is required to exceed any individual trustee professional development budget lines.
  - 10.11.1. Trustees may provide an information report on materials of interest received as a result of attendance at professional development activities.

This report is to be provided to the Superintendent for circulation to members of the Board.

- 10.11.2. Trustees will select their preferred attendance sites for professional development activities and complete a Professional Development Plan form for the year.

10.12. The Board will review the Trustee Expense Schedule Appendix A annually.

10.13. Approval of Board Expenditures

- 10.13.1. The Board Chair will review and approve the Vice-Chair and Trustees expenditures.
- 10.13.2. The Vice-Chair will review and approve the Board Chair's expenditures.
- 10.13.3. Expense claims are forwarded to the Superintendent and or designate for review and processing.
- 10.13.4. Trustees will be informed by the Chair and Vice Chair of any alterations to a claim.

10.14. Adjudication and Appeal

- 10.14.1. Trustee disputes in the payment of a Division Expense Claim are to be made in writing to the Board Chair.
- 10.14.2. Appeals to the Board Chair ruling in 10.14.1 will be presented to the Board for resolution within the current school year.

Legal 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 Elections Act  
Income Tax Act (Canada)  
Board Procedures Regulation  
Petitions and Public Notices Regulation

Revised December 2022

## Policy 7 – Appendix A

### TRUSTEE EXPENSE SCHEDULE

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\*To be reviewed annually

#### **Mileage Reimbursement**

\$0.58 per kilometer for the first 5000 km. and \$0.48 per kilometer over 5000 km.  
The rate is set by the Canada Revenue Agency (CRA) and is reviewed on January 1 of each year.

Trustees from the wards Vegreville, Camrose and Fort Saskatchewan travelling over 80 kilometers will receive a distance allowance of \$500 per year.

#### **Subsistence (Meal Allowance)**

Breakfast -	\$15.00
Lunch -	\$20.00
Dinner -	\$35.00

Expenses for meals shall exclude alcoholic beverages and shall be reimbursed either by receipt or the meal allowance rate for the meal type being reimbursed. Meals or allowances shall not be reimbursed if that meal type was provided for the conference or event that was attended.

#### **Accommodation and Parking**

Actual hotel receipt.  
Valet parking will not be approved unless alternative public parking was not available.

#### **Per Diem Allowance**

\$100.00 per partial day to a maximum of \$200.00 per day.

#### **Professional Development**

\$3,000 per Board member allocated annually  
(The individual Trustee budget provides reimbursement for participation in PD conferences to include registration fees, travel, meals and accommodation).

\*Participation of Trustees at the ACSTA Annual General Meeting is to be encouraged and will be allocated as a Board expense.