

Policy 7

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

- 1.1. The board governance budget and the trustee expense schedule (Appendix A) will be reviewed and approved during the annual budget process
- 1.2. The budget will specify the honorarium allocations for the Board Chair, Board Vice Chair, trustees, and general board expenses as well as individual trustee event expenses.

2. Honoraria

- 2.1. The basic honorarium and allowance generally covers time in attendance for 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. Board Expenses

- 3.1. Membership fees to the following:
- 3.1.1. Alberta Catholic School Trustees' Association (ACSTA)
- 3.1.2. Alberta School Boards' Association (ASBA)
- 3.1.3. ASBA Zone 2 / 3
- 3.1.4. Rural Caucus
- 3.1.5. Alberta School Council Association (ASCA)
- 3.1.6. Chamber of Commerce in Strathcona County, Fort Saskatchewan, Camrose and Vegreville
- 3.2. Board Public Relations (advocacy)
- 3.3. ASBA FGM/SGM - Board representative at both and one event per trustee

- 3.4. ACSTA AGM for all trustees
- 3.5. ACSTA/ASBA MLA engagement
- 3.6. Edwin Parr Award Night representative (*1 table of 8 for the nominee and family, school administrators, one trustee, superintendent and other trustees as space allows*).
- 3.7. Edwin Parr/CCSSA nominee board recognition event
- 3.8. Annual board retreat
- 3.9. Board directed professional development
- 3.10. Election advertising costs
- 3.11. General board expenses
- 3.12. Archbishop Dinner (*one trustee*)
- 3.13. Ukrainian Catholic Eparchy Bishop's Gala (*one trustee*)
- 3.14. Contracted services (*as required*)
- 3.15. 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.

4. Individual Trustee Event Expenses

- 4.1. Funds for trustee participation at conferences and events shall be budgeted for on an annual basis in accordance with Appendix A. The annual budget will account for registration fees, travel, meal, mileage, and accommodation expenses for trustees to participate in professional development, conferences, and events. 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.
- 4.2. The budget is set for each trustee and trustees must stay within their own individual trustee event expense budget.
- 4.3. 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 individual trustee expenses.
- 4.4. A budget line has been set up to accommodate board directed trustee attendance at conferences that do not fall under the regular Individual Trustee Event Expenses for a trustee. Prior approval of the Board is required to qualify for a board directed conference.

5. General Requirements

- 5.1. Annual honoraria shall be paid in accordance with section 2.2. Payment will be made in one twelfth (1/12) installments by direct deposit. Honoraria will be processed in compliance with current tax regulations.
- 5.2. Trustees may claim eligible expenses for carrying out their roles and responsibilities in their capacity as Trustees of the Board, as per Appendix A.
- 5.3. 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/conferences.
- 5.4. Spousal expenses will not be reimbursed by the division. Expenses paid by the division for a spouse will be deducted from the trustee's monthly remuneration.
- 5.5. 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 claimed from the trustees individual event expense budget.
- 5.6. Trustees are required to stay within the approved budget for professional development/conferences. Special Board approval is required to exceed any individual trustees individual event expense budget.
- 5.7. The Board will review the Trustee Expense Schedule - Appendix A annually.

6. Reimbursement and Approval of Board Expenditures

To be reimbursed for expenditures:

- 6.1. Trustees will submit expenditures within 5 business days following the end of the month in which the expenditure was incurred.
- 6.2. Trustees are required to submit a signed division expense claim form along with all receipts related to the expenditures being claimed for reimbursement.
- 6.3. Trustees are required to record the number of kilometers per trip when submitting a mileage claim on the division expense claim form for reimbursement.
- 6.4. Receipts must be provided for all expenses that contain details regarding the good or service purchased, as well as itemized costs for each item with a total, which includes the GST, if applicable.
 - 6.4.1. In exceptional circumstances, a trustee may provide a written statement outlining why a receipt cannot be provided and it must be signed by the Board Chair or Board Vice-Chair.

- 6.5. The Board Chair will review and approve the Vice-Chair and trustees expenditures.
- 6.6. The Vice-Chair will review and approve the Board Chair's expenditures.
- 6.7. Expense claims are forwarded to the Superintendent and or designate for review and processing.
- 6.8. Trustees will be informed by the Board Chair and Vice-Chair of any alterations to a claim.

7. Adjudication and Appeal

- 7.1. Trustee disputes in the payment of a division expense claim are to be made in writing to the Board Chair.
- 7.2. Appeals to the Board Chair ruling in 7.1 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,, 112, 114, 138, 139, 222 Education Act
Local Authorities Elections Act
Income Tax Act (Canada)
Board Procedures Regulation
Petitions and Public Notices Regulation

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Policy 7 – Appendix A

TRUSTEE EXPENSE SCHEDULE

**To be reviewed annually*

Mileage Reimbursement

Mileage rates for reimbursement are based on rates outlined in the [provincial government policy on Travel, Meal and Hospitality Expenses](#).

Trustees may claim mileage (kilometers) only for travel outside of their electoral ward.

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

Meal Reimbursement

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

Accommodation and Parking

Actual 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.

Per diem does not include regular public board and committee meetings. Trustees are not to claim per diem unless there is loss of their primary source of income from regular employment as a result of conducting mandatory board business.

Individual Trustee Expenses

\$3,500 per board member allocated annually for the following:

- Canadian Catholic School Trustees' Association (CCSTA) Conference
- SPICE / BLUEPRINTS
- RECongress Anaheim

- GrACE Summit
- Chamber events
- ACSTA Symposiums
- ASCA Conference
- Rural Education Symposium
- Canadian School Board Association (CSBA) Congress
- Kevin Carr Luncheon
- Post secondary events
- Other events not specifically listed under Clause 4.