

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY BHD – Trustee Compensation and Expenses

Trustees and the Chair have a very important role to fulfill and should be fairly reimbursed for their time spent carrying out Board business.

GUIDELINES & PROCEDURES

1. The Honoraria and General Expense Allowance shall be established annually.
2. Services for which Trustees shall receive remuneration shall include:
 - a) Regular School Board Meetings;
 - b) Special School Board Meetings;
 - c) Meetings of Committees of the Board;
 - d) A.S.B.A. Zone 1 meetings;
 - e) A.S.B.A. and P.S.B.A.A. spring and fall annual general meetings;
 - f) Local Zone Alberta Education Consultation Sessions;
 - g) Conventions, retreats and workshops as authorized by the Board (including A.S.B.A. and C.S.B.A.);
 - h) Attendance at Christmas Concerts of their representative school(s);
 - i) Attendance at school activities where the trustee is:
 - i) Formally invited to participate, and
 - ii) Authorized by the Board Chair or Superintendent;
 - j) Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative (i.e. Regional Resource Centre, PLS, and Film Library);
 - k) Other activities where the Board places an obligation on the trustee(s) to attend and/or participate; and

The Board Chair remuneration shall include those activities included under Policy BCBA not specifically cited in this policy, especially:

- i) Preparation of Board meeting agenda,
- ii) Consultation with the Superintendent when requested for action initiation which is not within the parameters of Board policy,
- iii) Representation of Board at official functions, and
- iv) Meeting with educational, municipal and government agencies on behalf of the Board.

- 1) The Chair and Trustees will receive a basic monthly administration honorarium and general expense allowance in recognition of the responsibilities of the position.
3. Attendance at the following activities shall be considered as part of Board member public relations for which no compensation will be paid:
 - a) Concerts (other than Christmas Concerts), student competitions, plays and/or other social functions of the schools;
 - b) Social functions of the staff;
 - c) Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
 - d) Graduation exercises unless requested to act on behalf of the Board;
 - e) Weddings and funerals.
4. The following travel expenses actually incurred by Board members in the performance of their official duties (items a - d), and not reimbursed by any other source, will be deemed approved expenses and appropriate for reimbursement:
 - a) kilometrage and a one-half day per diem* may be claimed for attendance at School Council meetings
 - b) all commercial transportation less than first class airfare. Ground transportation will not exceed transportation fares from hotel of residence to the meeting and return transportation fares from the airport to the hotel of residence and return, or kilometrage, meals, accommodation and travel time at rates established by the Board and appended to this policy;
 - c) kilometrage, meals, accommodation and travel time at rates established by the Board and appended to this policy;
 - d) telephone calls, both local and long distance, for official business, or for the reservations of rooms, meals or transportation.
5. Starting September 1, 2002 and every September 1st thereafter, the Board per diem shall be incremented by the current Canadian Consumer Price Index as established by the Superintendent or designate.

Payment shall be made monthly following presentation of the Honoraria and Expense Allowance Claim Form. The Chair shall make a determination on any item claimed that is in dispute or is not addressed by this policy.

* **Per Diem = Honoraria and General Expense Allowance.**

REFERENCES

Cross References: links to

[BC_OrganizationofTheBoard.pdf](#)

[BCBA_BoardChairPowersDuties.pdf](#)

[BHB_BoardMembersDevelopmentOpportunities.pdf](#)

[BHD_Ex1.pdf](#)

[Honoraria & Expense Allowance Claim Form](#)

Legal References: School Act RSA 2000 Section 60 Revenue Canada IT 292

BM#: 337-95; 212-01; 152-02; 230-02; 207-03; 78-04; 151-04; 50-05; 152-05; 218-05;
219-06; 17-07; 185-07; BM20080925.1010; BM20091001.1006; BM20100617.1025;
BM20100909.1008; BM20101118.1012; BM20120223.1009