

**GUIDELINES ON TRUSTEE REMUNERATION AND EXPENSES**

**Effective September 1, 2016 (Revised December 2016)**

The School Act allows a Board to provide for payment of traveling and other expenses, as well as honoraria to Trustees.

Reimbursement of specific expenses incurred does not constitute a “non-accountable advance” under Income Tax legislation and School Boards are therefore permitted to reimburse Trustees for specific expenses to complete responsibilities other than those required of all Trustees. Such reimbursements are not taxable.

**1. Remuneration**

Grande Prairie and District Catholic Schools provides a program of remuneration to Trustees consisting of the following:

- ◆ Honorarium for services provided.
- ◆ Per Diem Allowance for specified meetings not covered in the Honorarium.
- ◆ Specific reimbursement for expenses that the Trustees may incur to carry out other responsibilities that they agree to undertake separately.

**2. Payment of Remuneration**

Effective September 1, 2016 the following will apply with respect to the payment of Trustee remuneration:

**2.1 Honoraria and Per Diem Allowance**

	<b>Sept 1/15 (2%)</b>	<b>Sept 1/16 (2%)</b>
Chair’s Basic Honorarium	\$19,599.16	\$19,991.14
Vice-Chair’s Basic Honorarium	\$16,338.54	\$16,665.31
Trustees’ Basic Honoraria	\$15,126.63	\$15,429.16

The Basic Honoraria for each category above includes:

- ◆ All Regular Public and Regular Private Board meetings
- ◆ Any meetings where honoraria is paid by any other organization
- ◆ All committee meetings except as noted in Section 3 below
- ◆ All Ad-Hoc Committees unless identified and approved in the committee terms of reference, including Staff selection as per Policy 16 and Staff Appeals

**The following meetings when Trustees represent the Board:**

- ◆ SCORES meetings
- ◆ Ambassador of Christ and Recognition meeting
- ◆ Archdiocesan Pastoral Council
- ◆ Community Knowledge Campus Steering Committee
- ◆ Faith Permeation Committee
- ◆ Trustee School/Catholic Education Centre Liaison
- ◆ GP & District or STM Education Foundation Meetings
- ◆ Administrators Association Meeting, when requested
- ◆ School Council meetings
- ◆ School Functions, Graduations, Awards Programs, School Openings, Site Blessings
- ◆ Social functions including retirements, Chamber Mixers, New Teacher Orientation and Admin Socials
- ◆ Any special meeting called by the Board
- ◆ Meetings which are between the Board and any Member or Minister of the Legislative Assembly or Member of Parliament
- ◆ Meetings with the Archbishop, Parish Priest, or Parish Council
- ◆ Any other school board or municipal authority (City, County, Hospital Board, etc.)

**3. Per Diem Rates (Base Change)**

Grande Prairie and District Catholic Schools shall pay the rate of \$97.10 (Sept 1/16) for a meeting of four hours or less (including travel time), or \$194.20 (Sept 1/16) for a meeting of more than four hours (including travel time), in the following circumstances:

- ◆ For all ASBA Zone One meetings. For All Trustees serving as a Director to ACSTA, ASBA or any ASBA committee meetings to which the Trustee is elected or appointed by the Board where that organization does not pay per diems or honoraria.
- ◆ For all Meetings, Conferences and Conventions attended by the Trustee when appointed by the Board.
- ◆ For any Civic or Provincial committees that a Trustee is required by the Board to attend where that Committee does not pay per diems or honoraria.
- ◆ District wide School Council meetings
- ◆ Negotiation Committee meetings for ATA and CEP
- ◆ Board Retreats and Workshops
- ◆ Board and Superintendent Evaluation
- ◆ Faith Development Days/ District Mass
- ◆ Admin Retreat Days
- ◆ Any meetings where the Chair, Vice Chair or Designate is required to attend on the Board's behalf; except as noted in Section 2
- ◆ For Community Consultations
- ◆ Any special meetings not covered in Part Two above

#### **4. District Paid Conferences and Trustee Individual Professional Development Budgets**

The following conferences and meetings are recommended for Trustees. The Board pays all costs for travel, meals, accommodations, & attendance.

- ◆ Annual Fall & Spring Meetings of ASBA
- ◆ Annual Fall & Spring Meetings/Conferences of ACSTA

District budget exists to permit all Trustees to attend the above four conferences. In lieu of one of the four conferences listed above a trustee may attend one alternate ASBA or alternate ACSTA conference per year providing the total cost does not exceed \$3000 per event. Per Diems, however, will only be paid according to parameters described in this document. Trustees shall monitor their own budgets by checking frequently as required with the Superintendent or Designate. The Trustees will be provided with a quarterly financial update to assist with monitoring their expenditures.

In addition to the above, once during the Trustee's term, each Trustee shall notify the Board of their intention to attend, at Board expense, one major conference. The total cost of the event shall not exceed \$3000. In the case of a Trustee who wins a by-election the amount shall be pro-rated.

- Attendance honoraria for all conferences and conventions shall be paid at the rate as per Section 3.

#### **5. Miscellaneous Expenses**

Trustees will be reimbursed up to a maximum of \$500.00 per year for equipment, supplies, and services to maintain and /or purchase technology that will enable the trustee to utilize the Electronic School Board software package.

Reimbursement for mileage and meals are based on CRA rates. Trustees will be reimbursed for miscellaneous expenses incurred in carrying out responsibilities as Trustees, as approved by the Board.

- ◆ Breakfast \$15.00 per day
- ◆ Lunch \$15.00 per day
- ◆ Dinner \$21.00 per day
- ◆ Miscellaneous \$5.00 per day
- ◆ Kilometer 54c/km

Receipts are not required for meals unless the daily allowance of \$51.00 is exceeded. Where meals are provided at any conference or meeting, the claim in lieu will be disallowed. Alcohol is not claimable, unless approved for Hospitality events in advance in writing by the Board Chair (for Trustees) or Superintendent (for all other staff).

#### **6. Other Eligible Claims**

- 6.1 Where a Trustee is required to overnight, but does not incur an actual hotel room cost, an allowance of \$30.00 per night may be claimed for alternate accommodations.

6.2 Taxi, airport fees, bus fares, or other similar incidental expenses may be claimed, with receipts.

6.3 Gratuities (tips) shall not exceed 10% of the total bill prior to GST.

6.4 Trustees will be reimbursed for travel expenses to attend meetings that are not within their resident community.

6.5 When travelling to events and activities other than Board meetings, Trustees are strongly encouraged to car pool when possible to reduce total expenses. If a Trustee is travelling alone due to personal reasons before or after a meeting the Trustee is eligible to claim mileage for one-way.

6.6 The Board encourages Trustees to check with their personal vehicle insurance company to determine the degree of insurance coverage required to travel on Board business. Some companies may insist upon "Business Insurance". If so, the Board will pay the difference between the "regular insurance" and the "business insurance" when invoiced with appropriate evidence of the difference between these costs.

6.7 Trustee not covered under existing benefit plans can apply to have their monthly benefits covered, subject to the approval of the Human Resources Committee.

## **7. Public Disclosure of Travel and Expenses**

### **7.1 Definition**

Expenses are defined as costs and allowances incurred by an individual in the course of Board and District business and include:

- a. travel, including transportation, accommodation, meals and incidentals; and
- b. hospitality and working sessions.
- c. Trustee per Diem Claims
- d. Note: Food and non-alcoholic drinks provided during a meeting to facilitate Board business in a boardroom, at a worksite, or in a conference room will not require disclosure.

### **7.2 Application and Scope**

Requirements to routinely disclose expense reports apply to the following individuals:

- Elected officials (Trustees); and
- Senior Management including the Superintendent of Schools and the Associate-Superintendent of Business Operations.

### **7.3 Procedure**

Expense reports will be posted online no later than 10 working days after month end. Expense reports must, at a minimum, include the following components:

- a. name and position of individual who incurred the expense;

- b. date of transaction(s);
- c. transaction amount(s);
- d. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality);
- e. description and rationale; and
- f. supporting documentation (expense form- receipts kept on file and not posted)

Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, will be redacted from supporting documentation and will not be publicly disclosed.

Reporting will include expenses incurred starting on February 1, 2013.

## **8. Interpretation**

Should any issue arise with a Trustee's claim, the process outlined in Policy 9, section 9.4 will be used.

*Revised October 2015 February 2016 October 2016*