

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 200 – Board Governance

### **POLICY 202.4: TRUSTEE REMUNERATION AND EXPENSES**

#### BACKGROUND

The Alberta Education School Act allows a Board to provide for payment of traveling and other expenses and honoraria to Trustees.

The Income Tax Act, Canada, permits School Boards to pay Trustees an annual remuneration comprised of 2/3 honorarium and 1/3 general expense allowance. The 1/3 general expense allowance is non-taxable and is intended to cover all incidental expenses that Trustees may be expected to incur in carrying out their responsibilities.

#### POLICY

The primary purpose of Trustee remuneration is to recognize the importance of the publicly elected office of Trustee for Medicine Hat Public School Division (MHPSD) and to attract and retain quality individuals to this valuable public service.

1. The total Trustee remuneration package recognizes the role and responsibilities undertaken by the corporate body of the Board and individual Trustees and the time required in fulfilling the responsibility of Trustee.
2. The remuneration package for Trustees is comprised of per annum honoraria and per diem honoraria. Health and Life Insurance coverage is available if requested.
3. Per annum honoraria are based on the following roles: Board Chair, Vice-Chair and Trustee.

#### GUIDELINES

Annual Honorarium:

1. The per annum honoraria provides remuneration for activities required of all Trustees, including:
  - 1.1. Attendance on regularly scheduled and special meeting dates for Board and committee meetings.
  - 1.2. Attendance at other meetings as appointed or directed by the Board, such as meetings with other School Boards, MLA's, City Council, Board-hosted functions, and/or social events.
  - 1.3. Attendance at school functions, school meetings, school advisory council meetings, graduations, and awards programs.

- 1.4. Attendance at constituency related work.
- 1.5. Attendance at negotiation meetings.

Annual Honorarium Rates:

1. Per annum honoraria, established as of September 2009 were as follows:

Chair	\$18,900
Vice-Chair	\$16,600
Trustee	\$15,100

The honoraria are adjusted in September of each year by an increase in accordance with the percentage increase in base grants provided to the MHPSD from Alberta Education. Honoraria shall be rounded to the nearest \$100.

Per Diem Honorarium:

1. Per diem honoraria provides remuneration for extra-ordinary meetings such as out of town, planning and joint Board meetings of the corporate Board and individual Trustees acting on behalf of the Board. The per diem amount is set in accordance with the Zone 6 per diem honorarium as of September of each year. Travel time may be claimed at the per diem rate.

Claims and Claimable Expenses:

1. When submitting expense claims, Trustees must follow the same procedures as outlined for employees of MHPSD. That is, all reimbursements for out of city trips for Trustees should be submitted on an Expense Form. These forms require approval by the Secretary Treasurer or designate.
  - 1.1. Claimable expenses include, but are not limited to the following:
  - 1.2. Registration fees may be claimed; a receipt must be attached.
  - 1.3. Accommodation may be claimed for a single room supported by actual invoices.
  - 1.4. Meals may be claimed at the rate prescribed in Policy 410 – Expense Reimbursements. Only meals not included in the meeting or conference format may be included.
  - 1.5. Taxi and parking costs may be claimed with a receipt.
  - 1.6. Direct out-of-pocket expenses may be claimed related to attendance at the activity and must be accompanied by a receipt.
  - 1.7. Travel expenses are reimbursed at the rate outlined in Policy 410 – Expense Reimbursements.

Benefits:

Trustees shall be entitled to the following benefits:

1. Life Insurance – from ASEBP plan – the base coverage of \$25,000. The Trustee may elect the enhanced coverage of \$50,000 but the additional premiums shall be at their cost.
2. Health Benefits – from ASEBP plan – coverage of all employee plans for Dental, Extended Health and Accidental Death & Dismemberment coverage. The MHPSD shall provide



coverage for a single person. The Trustee may elect coverage for a family but the additional premiums shall be at their cost.

3. Alberta Health Care – The MHPSD shall provide coverage for a single person. Trustee may elect coverage for a family but the additional premiums shall be at their cost.

REFERENCES

Policy 410 – Expense Reimbursements  
Alberta Education – School Act  
Alberta School Employee Benefit Plan (ASEBP)  
Income Tax Act

**Approved:** December 11, 2007

**Revised:** September 20, 2016

