



Trustee Remuneration & Expenses

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

Furthermore, the *Income Tax Act* permits Boards to pay Trustees a non-accountable allowance that will not be required to be included in a Trustee’s income provided it does not exceed one-half of the honoraria paid to the Trustee.

Boards are also permitted to reimburse Trustees for specific expenses incurred to complete responsibilities other than those required of all Trustees. Such reimbursements are not taxable.

The Organizational Bylaw, section 2.2, requires annual reporting of Trustee remuneration.

The policy on Trustee remuneration will be reviewed on an annual basis in November of each year by the Policy Development and Review Committee.

I. Remuneration

The Edmonton Catholic Separate School District No. 7 provides a program of remuneration to Trustees consisting of the following parts:

- Basic Honorarium for services provided in the fulfillment of responsibilities required of all Trustees—one-third of this honorarium is non-accountable (non-taxable)
- Attendance honorarium for attendance at specific events that Trustees may chose to attend, as listed below—one-third of this honorarium is non-accountable (non-taxable)
- Professional Development allowance, as given below
- Catholic Development allowance, as given below
- Allowance for attendance at District-Paid Events, as listed below
- Miscellaneous expense reimbursement, as listed below

II. Payment of Remuneration

A. Basic Honoraria (as of 01 September 2008)

Remuneration shall be paid according to the following schedule:

Trustee’s Basic Honorarium, two-thirds	\$20,000.00
Non-accountable allowance, one-third	\$10,000.00
Trustee’s Total Per Annum	\$30,000.00
Chairperson’s Basic Honorarium, two-thirds	\$26,000.00
Non-accountable allowance, one-third	\$13,000.00
Chairperson’s Total Per Annum	\$39,000.00

Vice-Chairperson's Basic Honorarium, two-thirds	\$23 040.00
Non-accountable allowance, one-third	\$11,520.00
Vice-Chairperson's Total Per Annum	\$34,560.00

Past Chairperson's Basic Honorarium, two-thirds	\$21,520.00
Non-accountable allowance, one-third	\$10,760.00
Past Chairperson's Total Per Annum	\$32,280.00

Where the Vice-Chairperson and the Past Chairperson is the same Trustee, the Vice-Chairperson's remuneration schedule only shall be applied.

Benefits

Individual Trustees are eligible to participate on the same basis as Out of Scope staff in a Group Benefit Package. Trustees are only eligible to access the Benefit Package within thirty (30) days of being elected. Trustees over 65 years of age are not eligible.

Basic honoraria will be increased annually according to the Alberta Average Weekly Earnings (AAWE) index, effective September 1st of each school year.

Each trustee will have access to a Personal Health Spending Account at a rate of \$500.00 per year. The unused balance will be carried forward for a total accumulation of two years. Trustees leaving the Board will forfeit any remaining balance. Increases to this Personal Health Spending Account shall be in line with those of the ATA collective agreement.

B. Attendance Honoraria

Attendance honoraria shall be paid at the rate of \$100.00 per event to a maximum of three events per day.

One-third (1/3) of the amounts received by a Trustee as Attendance Honoraria are considered as non-accountable expenses allowance.

For any single event that lasts less than four hours, one attendance honoraria can be claimed; for any single event that lasts longer than four hours, two attendance honoraria can be claimed; for any single event that lasts longer than eight hours, three attendance honoraria can be claimed.

The maximum number of allowable attendance honoraria per Trustee per year is 120. The maximum number of allowable attendance honoraria claimable by the Board Chairperson is 150. These numbers are inclusive of all events **except** attendance honoraria for Professional Development, Catholic Development, and District-Paid events, as listed below.

Attendance honoraria for events within the Capital Region begin at the start of the event; that is, no honoraria can be claimed for travel time.

No per diem is paid to Trustees for purely social functions, including banquets and lunches with or without a guest speaker, cocktail parties, sporting events, etc., excepting employee group social functions (see below for examples). Events at which informal networking is the **main** focus are not claimable.

Where an event consists of both a non-social part and a social part, a Trustee is expected to attend the non-social part in order to claim an attendance honorarium.

Rule of Thumb: when considering whether or not an attendance honoraria can be claimed, consider the expectation of Trustee attendance. If Trustees are expected to attend, then an attendance honoraria can be claimed; if there is no expectation that Trustees attend, then an attendance honoraria should not be claimed.

Not Eligible for Claim

- Public Meetings as scheduled at the Board's Organizational Bylaw; section 6.1 (a)
- Planning Meetings scheduled on any Tuesday morning, from September to June
- Events immediately preceding an Organizational, Public, or Planning Meeting (including meals, agreement/contract signings, etc.)
- Public and Planning Meeting preparation time
- Ad hoc or standing committee preparation time (see below for exceptions for Committee Chairpersons)
- Activities on behalf of the Board such as setting agendas and miscellaneous meetings with administration
- Activities of individual Trustees such as miscellaneous meetings with administration
- Stand-alone liturgies; that is, liturgies not held in conjunction with other events (e.g., school opening mass, Board commissioning mass, Holy Childhood mass, etc.)
- Blessings/rededications of libraries, gymnasiums, etc.
- School/program functions (e.g., open houses, I.B. program presentations, FNMI program information sessions), school/program fund-raising functions (e.g., Jean Forest Academy luncheon) if attending and **not** bringing greetings on behalf of the Board of Trustees
- Graduations if attending and **not** bringing greetings on behalf of the Board of Trustees
- Retirement functions for individuals
- Meetings attended where honoraria are paid by other organizations equal to or greater than \$100.00 per partial day; where some honoraria is paid, a trustee is eligible to claim the difference
- Any expenses related to a spouse, family member, friend, or anyone other than the Trustee
- School meetings, school advisory council meetings, school awards programs, school concerts
- Ward-related work and ward social functions
- Community social functions including banquets, cocktail parties, sporting events (e.g., Chamber of Commerce ball, Friar's Ball, Newman Golf Tournament, bonspiels, etc.) if **not** bringing greetings on behalf of the Board of Trustees
- Meetings with MLAs outside of Board-sanctioned meetings

Eligible for Claim

School Act & Committee Work

- Special Meetings called pursuant to the School Act
- Public Meetings and Planning Meetings that last longer than four hours
- Planning Meetings held at any time other than those scheduled for Tuesday mornings from September to June
- Meetings of ad hoc and standing committees
- Preparation of written final summary report of committee activities by Committee Chairperson (limit of one attendance honorarium)
- Committee Chairperson is eligible to receive one attendance honorarium for committee preparation work
- Corporate Board retreats or Corporate Board professional development activities (e.g., parliamentary procedure sessions, governance sessions)

Linkage Work (External)

- ACSTA Board of Directors or executive meetings (delegate or alternate only)
- ASBA Board of Directors or executive meetings, less honoraria paid by ASBA (delegate or alternate only)
- ASBA Zone 2/3 meetings
- Advocacy linkage meetings/functions/events open to all Trustees; that is, where there is no specific delegate (e.g., with Knights of Columbus, Catholic Women's League, Capital Health, Mayor/Premier Prayer breakfasts/lunches, Edmonton Public Schools, Edmonton MLA caucus, etc.) These do not include purely social functions.
- Task-oriented meetings/presentations, etc., with civic and provincial leadership (e.g., city council, police chief, public school board, ministries) or community partnership groups (e.g., University of Alberta, NAIT, Edmonton Public Library) approved in advance by the Board Corporate
- Events or functions that require attendance on the Chairperson's behalf by a Trustee
- Events outside of those noted in the policy that are sanctioned by the Board Corporate prior to the event
- Extraordinary meetings involving the Chairperson, Vice-Chairperson and Past Chairperson, as called by the Chairperson

Linkage Work—District Events (Internal)

- Sod-turning/site blessing of schools or District facilities
- Lunch/dinner meetings of whole Board with employee group executives, ecclesiastical hierarchy, ACSTA and ASBA executives, ECS elders
- Twenty-five, fifty, seventy-five, and one hundred year anniversary celebrations of schools (all Trustees)
- New staff welcoming events, continuous contract welcoming events, new staff orientation events, and long-service recognition events for members of Employee Groups
- Contract signings with Employee Groups not attached to another event or meeting
- Retirement functions of Employee Groups
- School/program functions (e.g., open houses, I.B. program presentations), school/program fund-raising functions (e.g., Jean Forest Academy luncheon) if attending and bringing greetings on behalf of the Board of Trustees
- Graduations, when bringing greetings on behalf of the Board of Trustees
- District events or functions that require attendance on the Chairperson's behalf by a Trustee

Constituent Work

- Community of School Councils (COSC) meetings

C. Professional Development for Trustees

Each trustee has an allocation of \$13,500.00 per three year elected term (\$4,500.00 per year) for events such as conferences, conventions, courses, and events. At the end of a Trustee's three-year term, any unused part of this allocation is forfeited. If, during a Trustee's three-year term, the Trustee has spent his/her full three-year allocation, then the Trustee is not eligible for any further reimbursement. If, prior to the expiry of a Trustee's elected term, the Trustee ceases to hold office, the appropriate allocation shall be prorated based upon the actual amount of time the Trustee held office. In the event that the prorated allocated amount is less than the amount actually spent by the Trustee at the time the Trustee ceases to hold office, the Trustee shall personally reimburse to

the Board the difference between the actual amount spent and the prorated allocated amount.

All expenses incurred in attending a professional development event should be charged to this account by completing a Professional Development Claim Form. Such expenses include registration to the event, transportation (outside of the metro Edmonton area), meals, attendance honoraria, etc. Note that these attendance honoraria are paid out of this professional development allocation and are additional to the 120 attendance honoraria (150 for chairperson) referred to in part B above. Honoraria for attendance at professional development events can be claimed only from a Trustee's professional development allotment.

The Board Chairperson will be allocated an additional \$500.00 for the year in which he or she is serving in this capacity.

Individual professional development to enhance the role of the Trustee is also acceptable. Anything outside of these parameters shall be brought to the Board for approval. No part of a Trustee's professional development budget can be transferred to any other Trustee's professional development budget.

Examples of Professional Development events that a Trustee might attend include the annual Greater Edmonton Teachers' Convention, the Social Justice Institute, and the AISI conference. A Trustee's Professional Development allocation can also be used to cover the cost of tickets or registration fees to community events for which no attendance honorarium is paid (e.g., Chamber of Commerce events, CASA Spring Celebration). A Trustee's Professional Development allocation can be used to cover the cost of accommodation at ACSTA and ASBA events within the Capital Region.

Trustees who spend more than the \$13,500.00 allocation for Professional Development in one term may **not** cover these expenses with money from their \$7,500.00 Catholic Development allocation.

D. Catholic Development for Trustees (retroactive to October, 2007)

Each trustee has an allocation of \$7,500.00 per three year term (\$2,500.00 per year) for events such as Catholic conferences, conventions, courses, and events. At the end of a Trustee's three-year term, any unused part of this allocation is forfeited. If, during a Trustee's three-year term, the Trustee has spent his/her full three-year allocation, then the Trustee is not eligible for any further reimbursement. If, prior to the expiry of a Trustee's elected term, the Trustee ceases to hold office, the appropriate allocation shall be prorated based upon the actual amount of time the Trustee held office. In the event that the prorated allocated amount is less than the amount actually spent by the Trustee at the time the Trustee ceases to hold office, the Trustee shall personally reimburse to the Board the difference between the actual amount spent and the prorated allocated amount.

All expenses incurred in attending a Catholic Development event should be charged to this account by completing a Professional Development Claim Form and indicating "Catholic Event" on the form. Such expenses include registration to the event, transportation (outside of the metro Edmonton area), meals, attendance honoraria, etc. Note that these attendance honoraria are paid out of this Catholic Development allocation and are additional to the 120 attendance honoraria (150 for chairperson) referred to in part B above. Honoraria for attendance at professional development events can be claimed only from a Trustee's Catholic Development allotment.

No part of a Trustee's Catholic Development budget can be transferred to any other Trustee's Catholic Development budget.

Examples of Catholic Development events that a Trustee might attend include Blueprints, Spice, CCSTA, and the Religious Ed Conference. A Trustee's Catholic Development allocation can also be used to cover the cost of tickets or registration fees to Catholic community events for which no attendance honorarium is paid (e.g., Friar's Ball, Knight's of Columbus events).

Trustees who spend more than this \$7,500.00 allocation on Catholic conferences, courses, or events in one term may cover these expenses with money from their \$13,500.00 Professional Development allocation.

E. District-Paid Events per Year

- ASBA Spring General Meeting
- ASBA Fall General Meeting
- ACSTA Fall AGM & Convention
- ACSTA Spring Conference (every 2 years)
- ACSTA Catholic Conference (every 2 years)
- ASBA New Trustees Orientation *for new Trustees only*
- Edmonton Catholic Schools' District Leadership Academy
- Edmonton Catholic Schools' District Faith Development Day
- Extraordinary events/conferences/meetings as approved by the Board Corporate prior to participation may be paid in part or in whole

For events in the Capital Region, Trustees are paid for registration, meals, and attendance honoraria. Note that these attendance honoraria are additional to the 120 attendance honoraria (150 for Board chairperson) referred to in part B above. Note that no attendance honoraria can be claimed for travel time to events within the Capital Region.

Note that no accommodation expenses can be claimed for events within the Capital Region, with the exception of those for Board retreats. Trustees may claim accommodation expenses from their Professional Development allocation.

For events outside of the Capital Region, Trustees are paid for registration, travel expenses, meals, accommodation expenses, and honoraria for attendance and for travel time. Note that these attendance honoraria are additional to the 120 attendance honoraria referred to in part B above.

F. Miscellaneous Expenses

Trustees will be reimbursed for miscellaneous expenses while attending conferences.

Meals

Breakfast:	\$10.00
Lunch:	\$15.00
Dinner:	\$25.00

Receipts are not required for meals unless the daily allowance of \$50.00 is exceeded; if the daily allowance is exceeded, an explanation of why it has been exceeded must be provided along with receipts. Where meals are provided at conferences, meetings, etc., any claim in lieu will be disallowed. Alcoholic beverages are not claimable.

Transportation

Car Allowance: \$250 per month for whole year.

Basic out-of-town travel allowance in accordance with District rates.

No travel allowance is paid for travel within the Capital Region.

School Council Meetings

Each Trustee will have a budget equivalent to \$50.00 per year for each school in his/her ward (e.g., in a ward with ten schools, the Trustee will have an annual budget of \$500.00) for expenses arising from school council meetings. In a ward having two Trustees, the two Trustees shall share the budgeted amount between them. This expense budget may be used to cover costs, including refreshments, gifts for guest speakers, and other expenses that may be incurred. All expenses must be supported with receipts.

Read-In Week

Each Trustee will have a budget of \$200.00 per year with which to purchase books to donate to schools in his/her ward during Read-In Week.

Hospitality spending

The Board Corporate may decide to book a hospitality room at any of the District-paid conferences. The type of room chosen and the allowable hospitality expenses will depend on the main purpose identified by the Board at the time of confirming the room and will be decided at that time.

Discretionary spending

The Chairperson has a discretionary spending budget of \$2,000 per year to be used in the interests of the District. Any extraordinary expense items beyond the \$2,000 per year must be vetted through a Planning Meeting prior to being incurred. A summary of account of this discretionary budget is presented to the Board biannually in December and June. No other trustee has a discretionary spending budget.

III. Office Equipment

Trustees will be provided with the following office equipment, if required, at the commencement of their term:

- Computer System, CPU, monitor, keyboard and mouse
- Fax Equipment
- Printer Equipment
- Filing Cabinets
- Paper shredder
- Office Supplies (e.g., paper, ink cartridges)
- One-time cell phone (including iphones, blackberries, etc.) purchase to a maximum of \$150.00.
- Cell phone (including iphones, blackberries, etc.) monthly charges, to a maximum of \$80.00. The Chairperson's full monthly cell phone charges shall be paid.
- Installation of a telephone/facsimile line dedicated to Board/District business, plus monthly charges, which must be related to Board/District business
- Installation of high-speed Internet line, plus monthly charges

Trustees who do not return to office on the conclusion of one full term will have the option of keeping outdated equipment (equipment that is three years or older) or returning equipment to the District.

IV. Submission, Interpretation, and Approval of Claim Forms

Trustees claim all attendance honoraria and reimbursable expenses by completing the appropriate form(s), with required receipts attached, and submitting such forms to the Chairperson of the Board of Trustees.

Payment of attendance honoraria and reimbursable expenses will be made upon approval of a claim by the Chairperson. The Chairperson's claims are submitted to the Vice-Chairperson for approval. If a Trustee is in disagreement with an interpretation, he/she may appeal to the whole Board.

Expenses will be reimbursed in accordance with applicable policies adopted by the District from time to time and must include all reasonable supporting documentation. Expense forms and Professional Development Conference Attendance forms must be submitted within three months of incurring the expenses.

V. Definitions

The following definitions apply to this policy.

Event: For the purpose of Trustee remuneration, an event is any meeting, function, activity, or other event that a Trustee attends.

Capital Region: The Capital Region includes the City of Edmonton, St. Albert, Beaumont, Nisku, Leduc, Spruce Grove, Stony Plain, Sherwood Park, and Ft. Saskatchewan.

Alberta Average Weekly Earning (AAWE) index: This is the annual increase in average weekly earnings in the province of Alberta as calculated by Statistics Canada. Where there is no increase (no change or a decrease), there shall be no change to a Trustee's remuneration.

Revised: October 20, 1997

Revised: November 15, 1999

Revised: January 1, 2003 (By Resolution at the April 14, 2003 Regular Board Meeting)

Revised: September 1, 2003 (By resolution at the March 9, 2004 Regular Board Meeting)

Revised: January 10, 2005 (Addition of #17 under "Eligible for Claim" Page 2)

Revised: January 1, 2005 (by resolution at the March 14, 2005 Regular Board Meeting)

Revised: May 16, 2005 (Amendment to District Paid Conferences)

Revised: May 1, 2006 (Trustees did not take a % increase)

Revised: December 11, 2006 retroactive to September 1, 2006 (4% increase)

Revised: February 5, 2007 (Amendment to Eligible for Claim)

Revised: September 26, 2007

Revised: December 11, 2007

Revised: April 14, 2009