Policy 7 – Appendix F

TRUSTEE REMUNERATION AND EXPENSES

Trustees shall be paid, subject to this policy, an annual honorarium and shall be reimbursed for approved expenses incurred in the performance of their Board responsibilities. The Trustee position is expected to be part-time.

1. Reporting

   1.1. All honoraria and approved expenses shall be publicly reported. The annual financial statements shall include, information outlining the remuneration, benefits, allowances and expenses paid to and on behalf of each Trustee, each shown as a separate figure, during the fiscal year ended and on a quarterly basis after individual Trustee review.

2. Remuneration Review

   2.1. Trustee remuneration shall be reviewed by the Board in the final year of each four-year term, taking into consideration budgetary and economic factors, the ability to attract and retain individuals, as well as other relevant factors.

3. Honoraria

   3.1. Basic Annual Honoraria provides compensation for all duties, responsibilities, and activities required of Trustees. The Basic Annual Honoraria for each Trustee, as at October 21, 2025 as per Board motion June 18, 2025 shall be $44,060.00.

   3.2. In addition to the Basic Annual Honoraria, the Chair and Vice-Chair shall receive a 25% and 10% premium, respectively, in recognition of their additional duties, responsibilities, and obligations.

   3.3. The Basic Annual Honoraria shall be adjusted annually, effective September 1 of each following year, in accordance with annual adjustments made to the Division staff salaries. Individual Trustees shall not have the flexibility to refuse, reduce, or redirect annual inflation adjustments.

4. Benefits

   4.1. Individual Trustees shall be eligible to participate in a Group Benefit Package provided to the Division's Out-of-Scope staff employee group. Eligibility for benefits in the Group Benefit Package is governed solely by the benefits provider at any given time, and nothing in any Board Policy should be interpreted to be a guarantee of the provision of benefits by the Board or Division. In order to be eligible for enrollment in the Group Benefit Package, a Trustee must submit an application for benefits as required by the benefits provider within thirty (30) days of being elected.

   4.2. Age eligible Trustees will have the flexibility of purchasing private health insurance from a recognized provider and upon submission of paid invoices will be reimbursed for the amounts expended. The total amount to be reimbursed will not exceed the cost of health coverage of an individual Trustee covered by the Division Group Benefit Package. An

age eligible Trustee is one who has reached their 75th birthday and who, as a result, is not eligible to participate in the Division Group Benefit Package.

5. Trustee Development

5.1. The Board is committed to the allocation of time and resources to support the ongoing professional development of Trustees. Professional development activities undertaken by Trustees refers to ongoing learning opportunities that enhance their knowledge, skills and effectiveness in fulfilling their governance role.

5.2. Professional development activities must be related to the following subjects:

a. Catholic educational leadership;

b. Governance;

c. Leadership; and,

d. Issues impacting the operation of publicly funded education.

In the event a Trustee wishes to undertake professional development that does not fall within the above noted categories, the Trustee must obtain prior written approval to do so from the Board Chair.

5.3. Each Trustee is expected to attend the ASBA, Fall and Spring General Meetings and the ACSTA Annual General Meeting ("Board Association Meetings"), which will be funded by the Board. Each Trustee shall be allocated $4,500.00 per year for reimbursement of expenses associated with meals, mileage, registration fees and out of town hotel expenses, supported by receipts, associated with attendance at these meetings. There will be no carry over of this allowance from year to year. Actual expenditures will be publicly disclosed.

5.4. Each Trustee shall have an additional allocation of $4,000.00 per year for reimbursement for expenses associated with meals, mileage, registration fees and out of town hotel expenses, supported by receipts,, related to professional development activities as set out in Article 5.2 ("Discretionary Professional Development"). Trustees may carry over this allocation for a maximum of two years. Actual expenditures will be publicly disclosed.

5.5. The Chair shall be allocated an additional $500.00 for attendance at professional development activities for the year in which he/she is serving in this capacity.

5.6. Full participation of the Trustee is expected in order to maximize the value of the activity.

6. Allowance upon End of Service

6.1. At such time as a Trustee does not return to office, the Trustee shall be entitled to an allowance to ease the transition from service as a Trustee.

6.2. At such time as a Trustee does not return to office, the Trustee shall receive an allowance equal to two weeks per year of service as a Trustee, calculated by multiplying the number of years served by 1/26 of the Trustee's Basic Annual Honoraria at the end of such service. The maximum amount payable to any individual shall not exceed one-half of the total of the Trustee Basic Annual Honoraria in effect at the time of the end of the Trustee's service. A year of service as a Trustee may only be counted once in any calculation of retirement allowance.

6.3. A Trustee who fails to complete that term to which he or she is elected shall not be entitled to an allowance for any portion of that term, except as the Board might determine after due consideration of any extenuating circumstances.

7. Travel outside of Capital Region

7.1. When travelling outside of the Capital Region, Trustees shall be reimbursed for meals and travel expenses in accordance with posted Government of Alberta rates.

8. Vehicle Allowance

8.1. The Board recognizes that Trustees represent wards of significant geographic size and that they are expected to travel throughout their wards frequently. The Board supports Trustees in the fulfillment of their duties by providing the following allowance for vehicle maintenance and upkeep, cabs and parking in the Capital Region.

8.2. Trustees shall receive a Vehicle Allowance of $4,000,00 per year, provided to each Trustee on a monthly basis during the term of their trusteeship.

9. Office Allowance

9.1. Because Trustees are not provided with designated offices, the Board supports Trustees in the fulfillment of their duties by providing an Office Allowance for expenses/charges related to phone plan expenses, internet, office equipment, and other expenses/charges associated with the maintenance of a home office.

9.2. Trustees shall receive an Office Allowance of $4,000.00 per year, provided to each Trustee on a monthly basis during the term of their trusteeship.

10. Trustee involvement with School Councils

10.1. Each Trustee shall be authorized to expend up to $100 per year per school to be used for School Council meetings to cover cost including refreshments, gifts for guest speakers and other expenses such as donations or expenses including gift cards for councils.

11. Handling of Claim Forms

11.1. Trustees shall request the reimbursement of expenses by completing the appropriate form(s), with required receipts attached, and submitting to the Corporate Secretary.

11.2. If a Trustee is in disagreement with any decision regarding the reimbursement of a claim, he/she may appeal to the Board.

11.3. Expense claims must be submitted on the fifteenth day of the following month of incurring of the expenses.

12. Read-In Week

12.1 Trustees shall receive an annual allowance of $25.00 per school to support Read-In Week activities.