



# POLICY 27

## TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2024 04 11

### BACKGROUND

The Board believes that trustees are to be fairly compensated for the time spent carrying out business of the Board and attending to their duties, and that trustees be reimbursed for reasonable expenses incurred because of this work. The amount paid to trustees must strike an appropriate balance that provides recognition for the valuable work that is done by each individual trustee, while being fiscally responsible for the division.

The Board expects that trustees will actively engage in training and development activities that will enhance their ability to fulfil their governance role.

Additionally, the Board believes that the guidelines for compensation and expense reimbursement must be clear and transparent to the public and commit to reviewing this policy at least once per electoral term.

### GUIDELINES

#### 1. Trustee Compensation

1.1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

	<b>Annual Honoraria</b>	<b>Additional Honoraria (Per Hour Rate)</b>	<b>Annual General Expense Allowance</b>
<b>Chair</b>	\$37,693.92	\$43.41	\$7,550.28
<b>Vice-Chair</b>	\$31,847.64	\$43.41	\$7,550.28
<b>Other Trustees</b>	\$28,593.96	\$43.41	\$7,550.28

1.1.1. Annual Honoraria is an all-inclusive amount paid to each trustee for their time to prepare for and attend to school board business including:

- 1.1.1.1. All Board meetings;
- 1.1.1.2. All Planning Committee meetings held on Board meeting dates;
- 1.1.1.3. Seminars, conferences, and conventions;
- 1.1.1.4. Meeting preparation; and,
- 1.1.1.5. All other meetings, school functions and other responsibilities except as outlined under Additional Honoraria.

1.1.2. Additional Honoraria is the hourly amount paid to each trustee for their time, inclusive of travel time, spent attending:

- 1.1.2.1. Meetings of Board established Committees which the trustee attends either in person or electronically, as a Board appointed committee member;



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- 1.1.2.2. Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or electronically, as a Board authorized representative;
- 1.1.2.3. School council meetings where the trustee attends either in person or electronically, as the designated trustee (or alternate) and joint Board / school council meetings;
- 1.1.2.4. Board Planning Committee meetings not held on Board meeting dates;
- 1.1.2.5. Board established professional development or in-service;
- 1.1.2.6. School tours, typically limited to one per trustee term;
- 1.1.2.7. Board sponsored meetings with elected officials;
- 1.1.2.8. Travel time to Board meetings; and
- 1.1.2.9. Other events/meetings which a trustee attends as a Board representative as authorized by the Board Planning Committee.

1.2. Trustees are required to have a home/offsite office which is their main working location. Office space at the Education Centre is not provided. Annual General Expense Allowance is the amount paid to each trustee to offset various home/offsite office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.

1.2.1. A computer or tablet shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

1.3. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.

### 2. Trustee Benefits

2.1. The following group benefit plans are available to trustees.

Benefit	Limitations	Cost Sharing
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	As per Trustee Plan	100% Board paid
Dental Care	As per Trustee Plan	100% Board paid
Health Care Spending Account	\$900 per year	100% Board paid
Vision Care	\$400 every two years per person	100% Board paid



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#### **3. Trustee Development**

- 3.1. The Board of Trustees recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.
- 3.2. Each trustee may utilize up to \$12,000 over the four-year elected term for trustee development.
- 3.3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
- 3.4. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
- 3.5. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
- 3.6. Trustees are expected to share learnings and resources with other Trustees.
- 3.7. Any tangible items purchased through these funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

#### **4. Trustee Expenses**

- 4.1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward are claimable expenses including transportation, meals, hotels, communication and other costs.
- 4.2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

#### **5. Expense Disclosure**

- 5.1. The Board believes in public transparency and accountability to its stakeholders and publicly discloses all expense reimbursements. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.
- 5.2. Expenses disclosures will follow the applicable administrative procedure.

#### **Legal Reference:**

- Education Act Section 33, 34, 51, 140, and 228