

SECTION 200 – Board Governance

POLICY 202.4: TRUSTEE REMUNERATION AND EXPENSES

BACKGROUND

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

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.

Annual Honorarium Rates:

2. Per annum honoraria, established as of September 2024 were as follows:

Chair	\$26,500
Vice-Chair	\$23,300
Trustee	\$21,100

The honoraria are adjusted, if applicable, in September of each year 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:

3. Per diem honoraria provides remuneration for infrequent and onerous meetings such as the following:
- 3.1. Out-of-town meetings (e.g. ASBA, ASBA Zone, PSBAA, System Planning out-of-town)
 - 3.2. Meetings that would typically be held out-of-town but are held via video conference or video webinar (e.g. Zoom or Teams),
 - 3.3. Labour negotiation meetings.
 - 3.4. Meetings that require a Trustee to book an absence from their normal place of employment, resulting in a loss of pay (excluding meetings identified in section 1 of these guidelines).
 - 3.5. Other meetings that the Board deems to benefit either the School Division or the Education System. Inclusion must be reviewed and approved by the Board prior to remuneration being provided.
4. The per diem amount is set in accordance with the Zone 6 per diem honorarium and are typically changed as of September of each year. Travel time may be claimed at the per diem rate.

Claims and Claimable Expenses:

5. 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.

Claimable expenses include, but are not limited to the following:

- 5.1. Registration fees; a receipt must be attached.
- 5.2. Accommodation for a single room; supported by an itemized invoice.
- 5.3. Meals at the rate prescribed in Policy 410 – Expense Reimbursements. Only meals not included in the meeting or conference format may be included.
- 5.4. Taxi and parking costs; must be accompanied by a receipt.



- 5.5. Direct out-of-pocket expenses related to attendance at the activity; must be accompanied by a receipt.
- 5.6. Travel expenses are reimbursed at the rate outlined in Policy 410 – Expense Reimbursements.

Group Benefits:

- 6. Trustees shall be entitled to the following group benefits:
 - 6.1. Life Insurance – from ASEBP plan – the base coverage of \$50,000.
 - 6.2. 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 either a single or family plan.
 - 6.3. Health Spending Account – The MHPSD shall provide for \$350 annually, which shall be paid into the ASEBP plan by 1/12 each month.
- 7. Allowance In-Lieu – In the event a Trustee becomes ineligible to participate (due to age or other reasons) in the above benefit plans (i.e. Life Insurance or Health Benefits) the Division shall pay the Trustee a monetary taxable allowance equivalent to the value the premiums of the above plans.

REFERENCES

[Policy 410 – Expense Reimbursements](#)

Alberta Education – Education Act

Alberta School Employee Benefit Plan (ASEBP)

Income Tax Act

Approved: December 11, 2007

Revised: March 8, 2022

