



Board Operations

Trustee Compensation, Memberships and Attendance at Conferences

Policy 07-10

The Board will pay reasonable expenses and per diem for representatives to attend meetings and conferences in accordance with the following guidelines. Consideration of the overall benefit to the Board will be the criteria for approving requests to attend meetings, conferences and workshops.

- 10.1 A trustee's office is considered their residence. Therefore, trustees may claim round trip travel from their residence to the destination.
- 10.2 Traveling time is to be included in the per diem charge for the meeting.
- 10.3 Trustees are encouraged to use Division vehicles when available, where there is more than one trustee attending an event. When a Division vehicle is not available, carpooling should be considered when attending the same meeting or conference. Travel rates will be claimed for one-way distance if a Division vehicle is available and trustees choose to use their personal vehicle.
- 10.4 All meetings are to be claimed as follows:
 - up to four hours
 - over four hours but not more than eight hours
 - more than eight hours

NOTE: In instances when travel is required the same day and the total time exceeds eight hours, an additional four hours may be claimed. A trustee may not charge time for attending a social event.

- 10.5 The guideline for claiming of meals is as follows:
 - Breakfast - Leave before 7:30 a.m.
 - Lunch - Leave before 11:30 a.m. and return after 1:30 p.m.
 - Dinner - Return after 6:30 p.m. (no evening meal expense will be considered where a session or meeting adjourns in time to return home before 6:30 p.m.)

No claim may be made unless a board-related expense was incurred. For example, a lunch per diem may only be claimed if:

- The trustee was required to be away from their office (trustee's residence) on Board business, **AND**
- The trustee incurred an out-of-pocket expense

- 10.6 Trustees may attend and claim travel and per diem for the following:
 - 10.6.1 Regular Board meetings
 - 10.6.2 Organizational meeting
 - 10.6.3 Special Board meetings
 - 10.6.4 Board Planning Committee meetings
 - 10.6.5 Meetings of committees established by the Board
 - 10.6.6 Agenda Planning meetings
 - 10.6.7 Public information meetings

- 10.6.8 Municipal and provincial meetings
 - 10.6.9 Official school tours
 - 10.6.10 Official opening of new/modernized schools in Pembina Hills School Division
 - 10.6.11 Alberta School Boards Association (ASBA) Zone 2/3 meetings (Board Representatives and rotating trustee only)
 - 10.6.12 ASBA Spring and Fall General Meetings
 - 10.6.13 ASBA Issue Forum and/or Leadership Academy
 - 10.6.14 Alberta Rural Education Symposium
 - 10.6.15 Officially representing the Board at school or service area functions where the trustee is speaking or presenting, as per Form 2-12
 - 10.6.16 School council meetings, within the electoral subdivision of the trustee
 - 10.6.17 Student Citizenship presentations and annual grade 12 citizenship award presentations
 - 10.6.18 Employee long service award and retirement award presentations
 - 10.6.19 Grade 12 Graduation ceremonies where the trustee is a speaker/presenter
 - 10.6.20 Christmas concerts and Remembrance Day ceremonies, within the electoral subdivision of the trustee when they have been requested to speak/present
 - 10.6.21 When otherwise authorized by, and representing, the Board
- 10.7 Trustees may claim travel only, for the following:
- 10.7.1 Local graduation ceremonies, Christmas concerts, and Remembrance Day ceremonies where the trustee attends, but is not a speaker/presenter.
- 10.8 Trustees attending workshops and conferences on behalf of the Board may claim travel and per diem.
- 10.9 Trustees may claim a monthly stipend amount per month to be called preparation time for other duties as a trustee.
- 10.10 The Chair, Vice-Chair, and the trustee on Agenda Planning Committee may claim travel and per diem for meetings with staff to prepare agendas for Board meetings.
- 10.11 The Board Chair may claim per diem for six days per month for those duties as Chair, not specified under 10.6, but included in Policy 05 Role of the Board Chair.
- 10.12 The Vice-Chair may claim per diem for three days per month for those duties as Vice-Chair, not specified under 10.6, but included in Policy 06 Role of the Vice-Chair.
- 10.13 Trustee Professional Development:
- 10.13.1 Trustees will receive a maximum of \$4000, excluding per diem, per four-year term for expenses related to professional development in education and governance.
 - 10.13.2 Professional development referred to in 10.13.1 does not include ASBA Spring and Fall General Meetings, Alberta Rural Education Symposium, and ASBA Issue Forum and/or Leadership Academy.
 - 10.13.3 Trustees will inform the Board regarding professional development activities they attend.

10.13.4 All other compensated attendances require approval by the Board in the form of a motion.

10.14 Reimbursement for trustee use of home internet - \$40 per month.

An initial copy of the monthly home internet bill shall be provided to the Division's Accounting Department.

10.15 Trustees will receive a laptop computer to use for their term as a trustee.

10.16 Reimbursement for use of personal mobile devices:

10.16.1 The Board Chair will be reimbursed \$40 per month or 50 percent of their current cell phone bill, whichever is lower.

10.16.2 The Vice-Chair will be reimbursed \$30 per month or 50 percent of their current cell phone bill, whichever is lower.

10.16.3 Trustees will be reimbursed \$20 per month or 50 percent of their current cell phone bill, whichever is lower.

An initial copy of the monthly mobile device bill shall be provided to the Division's Accounting Department.

10.17 Monthly trustee claims will be submitted prior to the third day of the following month.

Reference:

[Education Act](#)

[Board Procedures Regulation](#)

[Policy 05 Role of the Board Chair](#)

[Policy 06 Role of the Vice-Chair](#)

[Policy 22 Public Disclosure of Travel and Expenses](#)

[Form 2-12 Request for Trustee/Superintendent Representation](#)

[Rates Annex 7 Travel, Expenses and Honorarium](#)