



## School District No. 27 (Cariboo-Chilcotin)

### TRUSTEE REMUNERATION and EXPENSES

Policy No. 1161

Effective: November 2017

Initial Adoption: October 2008

#### Preamble

The Board of Education recognizes that the role of a school trustee is that of a public servant and is not a paid position. However, not all meetings that trustees are required to attend occur outside of normal working hours. This can cause loss of gainful employment to a trustee or cause a trustee not to be employable. The Board of Education does not want this to be a deterrent for any potential candidates to run in a trustee election.

#### Policy

**The Board of Education believes trustees should receive remuneration in recognition of service to the School District in the discharge of their duties. Generally, meetings and activities that trustees choose to do in their role as trustee are covered by the honoraria, while activities that are required (such as committee and board meetings) may have legitimate expense claims for out of pocket expenses.**

#### Regulations

##### A. Remuneration

1. In recognition of service to the School District in the discharge of their duties and pursuant to section 71 of the *School Act*, the Board shall authorize annually the payment of remuneration to the Chair, Vice-Chair and other trustees to include:
  - a. Honoraria to the Chair, Vice-Chair and other trustees;
  - b. A reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties; and
  - c. A reasonable travel expense allowance for attendance at the regularly scheduled meeting of the Board per month.
2. Pursuant to the section 81 of the *Income Tax Act* base remuneration shall be divided into two parts for tax purposes. Two thirds shall be taxable remuneration. One third shall be non-taxable and considered as a non-accountable allowance for expenses incurred in the performance of trustee duties.
3. Remuneration shall be paid by electronic funds transfer on a monthly basis, with a mid-month advance.
4. Additional honoraria shall be applied to remunerate trustees for attendance at specially called meetings of the Board (Open and Closed) or Board initiated Public Consultation Meetings.

Additional honoraria will not normally be paid when trustee attendance is requested by the District, School, or Community for trustee representation at meetings or events.

- 5. Commencing 01 July 2017, and each and every 01 July thereafter, the annual remuneration paid to trustees, the Chair and Vice-Chair shall be adjusted based on increases or decreases in compensation made with respect to each of the School District employee groups listed below in comparison to the previous school year.

The adjustment shall be calculated as a percentage of the general wage increase or decrease of each employee group and weighted as follows:

- a. 15% to Group A: Exempt Staff and Principals/Vice Principals
- b. 55% to Group B: Teacher (Cariboo Chilcotin Teachers Association)
- c. 30% to Group C: Support Staff (International Union of Operating Engineers)

For greater clarity, in the event that in comparison to the previous school year, Group A receives a general wage increase of 2%, Group B receives an increase of 1% and Group C receives an increase of 3%, the trustee base remuneration will be adjusted upward by 1.75% for the following school year, calculated as follows:

a. Group A 2% x 15%	= 0.3%
b. Group B 1% x 55%	= 0.55%
c. Group C 3% x 30%	= 0.9%
Calculated Increase	= 1.75%

- 5. Annual base remuneration shall be paid based on the following:
 

a. Chair	\$16,000
b. Vice Chair	\$13,500
c. Trustee	\$12,500

- 6. Additional Honoraria shall be paid to Chair meetings as follows:
 

a. Board Committee Chair (no additional remuneration provided where a trustee is Chair for more than one Board Committee.)	\$25.00 per meeting
b. Acting Chair Any trustee, who serves as Acting-Chair on Board Day, in the absence of the Chair and Vice-Chair, shall be compensated.	\$50.00 per meeting

- 7. Additional Honoraria: Other Meetings  
Remuneration for attendance at meetings of the Board (as defined in Section A.4) is considered as taxable income and will be calculated as follows:

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- a. Meetings lasting:
    - i. Greater than 4 hours: \$120.00
    - ii. Less than 4 hours: \$75.00
  - b. Where more than one meeting is held on the same day and both of the meetings are specially called, the combined duration of the meetings exceeds four hours, the meetings are remunerated at the greater than four hour rate.
  - c. Where more than one meeting is held on the same day and one of the meetings is specially called, extra remuneration will be paid based on the length of the specially called meeting.
  - d. Where a trustee leaves a meeting before adjournment, the meeting shall only be eligible for extra remuneration at the partial day rate. The Chair may waive this requirement where extenuating circumstances exist. If a trustee will be receiving the lower rate of remuneration pursuant to this clause, the Chair will advise the Secretary Treasurer of the same.
  - e. Where a trustee attends a meeting by means of electronic communications, extra remuneration shall be at the normal rate for that meeting.
  - f. Extra remuneration for meetings not described above must be approved by the Board.
8. Extra remuneration will be paid as per A.6.a. to attend the following meetings/conferences:
- a. BCSTA Annual General Meeting
  - b. BCSTA Academy
  - c. BCSTA New Trustee Orientation
  - d. BCSTA Provincial Council Meetings (designated trustee(s))
  - e. BCSTA Northern Interior Branch Meetings
  - f. BCPSEA AGM and Required Meetings (designated trustee(s))
9. There will be no remuneration paid for trustees to attend special interest conferences, unless special recommendation is made by the Board of Education.
10. Reduction of Remuneration at Regularly Scheduled Meetings of the Board (Open and Closed)
- a. Excusable absences will be in accordance with the *School Act*, section 52(2) due to illness or with the leave of the Board. Leave of the Board may include bereavement, births, unavoidable travel scenarios and extended medical reasons.

- b. Absent trustees are to make application for leave to the Board, through the Board Chair or Secretary Treasurer, prior to, or the day of, the meeting of the Board.
  - c. If no application is received, or the Board denies the application for leave, the trustee absence is deemed unexcused and remuneration will be deducted.
    - i. A trustee may formally appeal to the Board, the Board's decision to deny an application of leave of the Board.
    - ii. A trustee may request the Board to further consider a late filed request for leave of the Board, if extenuating circumstances apply.
  - d. In the event of absence due to illness, the Board reserves the right to request proof of illness.
  - e. In the case of an unexcused absence, and at the discretion of the Board, the trustee's base remuneration may be decreased by \$75.00 or \$120.00 based on the scheduled length of the meeting as per A.7.
11. Remuneration for Travel Time
- To address inequities in the travel time of trustees from different parts of the School District, travel time remuneration will be paid. This amount is taxable income.
- a. Travel time remuneration shall apply to:
    - i. All travel by the Board Chair or Vice-Chair when representing the Board of Education.
    - ii. Travel by trustees to meetings/events outside the trustee's electoral zone authorized by the Board of Education.
    - iii. Travel by trustees outside the trustee's electoral zone for regularly scheduled meetings and specially called meetings which remuneration for attendance is paid.
  - b. Travel time remuneration is based on \$0.20 per kilometer driven to a maximum of \$120.00 per day.
  - c. Commercial travel remuneration is \$20.00 per hour to a maximum of \$120.00 per day calculated from the time of departure (usually from home) to the time of arrival at destination, and the reverse for the return trip. For clarity, travel by personal vehicle to the airport is calculated on a per hour basis rather than a per kilometer basis.
12. Remuneration Sheet
- a. A remuneration sheet for extra honoraria must be submitted to the Secretary Treasurer's office on a monthly basis, on a date to be

determined for payroll purposes. Late claims will not be considered.

**B. Expenses**

Trustees will be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with rates established in Policy 4133 Employee Travel and the following:

1. a. For those trustees who maintain a home office, a travel allowance shall be established and paid with the trustee remuneration on a monthly basis equivalent to one round trip kilometrage times the current mileage rate as prescribed in Policy 4133 Employee Travel, to the Administration Office, located at 350 North 2<sup>nd</sup> Avenue, Williams Lake, BC from the lesser of:
  - i. The trustee's home, or
  - ii. For trustees living outside the geographic bounds of the School District, the furthest community within the represented trustee electoral zone, to the Administration Office.
- b. Each trustees will provide the Secretary Treasurer immediately after the trustees' inaugural meeting each term and immediately following any change of permanent residence, the kilometers between the trustee residence and the Administration Office or for trustees living outside the geographic bounds of the School District, the furthest community within the represented trustee electoral zone, whichever is lesser.
2. **Transportation Costs**
  - a. Whenever practical, trustees are encouraged to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved as well as associated ground transportation costs.
  - b. Personal vehicle expenses will be paid on a per kilometer rate set by Board Policy, for the use of the trustee's personal vehicle for travel as per the following:
    - i. It is recognized that electoral areas vary geographically throughout the District. For trustees visiting schools, attending PAC meetings or events in the trustee's electoral area (limited to once per month) for distances exceeding 30km per round trip, personal vehicle expenses may be claimed. For clarity if the trip from the trustee's normal residence to a school is 100km return the calculation would be  $100\text{km} - 30\text{km} = 70\text{km}$  claimed.

- ii. To attend regularly scheduled or specially called meetings of the Board.
  - iii. To attend other meetings or conferences as authorized by the Board of Education.
  - iv. It is expected that trustees be familiar with all schools in the District. Travel expenses to visit schools outside of trustee's electoral area will be paid on the basis of one trip to each school within each elected term of office. Visiting schools should be limited to a specific purpose and, wherever possible to reduce costs, travel should be coordinated with a staff member or other trustees visiting the school(s).
  - v. In the event that trustee chooses to reside outside of the geographical boundaries of the School District, any travel claims will be calculated using the lesser of actual kilometers or kilometers from the furthest community in the trustee's representative zone.
- 3. Accommodation Costs
  - a. Trustees shall be reimbursed for the actual cost of commercial accommodation to attend any approved meeting or conference for which remuneration is paid. Original receipts are required.
  - b. Trustees who utilize non-commercial facilities for overnight accommodation will be paid a private accommodation rate as per Board Policy 4133.
- 4. Meal Expenses
  - a. Expenses for meals will be paid as per Board Policy 4133.
  - b. Meal expenses may only be claimed for times when a trustee is attending an activity, regularly scheduled meeting, or specially called meeting where remuneration is paid for attendance. Where meals are provided, no meal expense may be claimed unless extenuating circumstances occur (i.e. food allergies).
- 5. Other Expenses
  - a. The \$6.00 incidental rate for out of District travel (as per Policy 4133) applies to days in excess of half a day.
  - b. Child care expenses, as per the Income Tax Act, may be claimed for times when a trustee is attending an activity, regularly scheduled meeting, or specially called meeting where remuneration is paid to attend and immediate family (spouse or older sibling) is not available to tend to child(ren). Original receipts are required.

- c. Technological Costs
    - i. A school district cell phone is loaned to each trustee; therefore phone charges may not be claimed. Personal use, within reason, is allowed. Trustees wishing to forward their school district phone number to their private phone number must inform the Secretary Treasurer and return the district phone. Out of country use of the school district cell phone will be considered on a pre-approved case by case basis.
    - ii. A laptop computer is loaned to each trustee and is to be used for Board business. Personal use, within reason, is allowed. It is expected that trustees have internet access in their normal residence. However, if internet access is not available in their resident area and special satellite equipment is required, the Board will assist in the one-time costs associated with the purchase and installation of such equipment to a maximum of \$250.00. Original receipts are required.
    - iii. Costs of laptop and or cell phone repairs, due to trustee misuse may, with approval of the Board, be charged back to the trustee.
  - d. Expenses for internet, paper, ink, home office equipment etc. are considered part of the tax-free portion of the base remuneration and reimbursement will not be considered.
6. Expense claim forms are to be submitted to the Secretary Treasurer's office on a monthly basis.