

Appendix Name: D. Schedule of Compensation and Expense Allowance

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date:

- 1) Trustees shall be reimbursed expenses for all Board and committee meetings attended, as well as any meeting attended at the direction of the Board based on the following guidelines:
 - a) A Trustee attending a Board meeting shall be reimbursed at the following rates:
 - i) \$285/Board meeting for Board Chair:
 - ii) \$257.50/Board meeting for Board Vice Chair; and
 - iii) \$230/Board meeting for Trustees.
 - b) A Trustee attending any official Board activity or committee meeting shall be reimbursed per individual meeting at the following rates:
 - i) Board Chair
 - (1) Up to and including four (4) hours - \$142.50
 - (2) Over four (4) hours and up to and including eight (8) hours - \$285.00
 - (3) Over eight (8) hours and up to and including twelve (12) hours - \$427.50
 - ii) Board Vice Chair
 - (1) Up to and including four (4) hours - \$128.75
 - (2) Over four (4) hours and up to and including eight (8) hours - \$257.50
 - (3) Over eight (8) hours and up to and including twelve (12) hours - \$386.25
 - iii) Trustees
 - (1) Up to and including four (4) hours - \$115.00
 - (2) Over four (4) hours and up to and including eight (8) hours - \$230.00
 - (3) Over eight (8) hours and up to and including twelve (12) hours - \$345.00
 - c) Expenses shall be reimbursed as follows:
 - i) Travel allowance shall be paid at a rate of \$0.55 per kilometre. The rate will remain in effect unless the rate is greater than or less than a factor of 5% of the Public Service Commission rates that are published October 1st and April 1st.



- ii) The Board will review the rate at its next meeting following the publishing of the Public Service Commission rates if the rate differential is greater than 5% of the current fixed rate.
- iii) Out of pocket expenses must be supported by receipts unless expense is \$20 or less with reason stated.
- d) Travel time shall be reimbursed at a rate of \$11/hour.
- e) Base meeting preparation allowance for each Trustee shall be paid at a rate of \$100/month from August to June of each year.
- f) Base annual allowance of \$5,000 shall be paid to the Board Chair over a ten-month period from September to June.
- g) The Board values the contribution of Trustees who serve on the Board. This section provides guidance in recognizing the service provided to the Division by non-returning Trustees. This does not apply to Trustees who are removed from office under *The Education Act, 1995*.
 - i) Trustees who will not be returning to the Board:
 - (1) Will be invited to an appreciation meal for the Trustee with the Board from the previous term and senior staff.
 - (2) May select an item from the Division's Service Recognition Award Catalogue:
 - (a) Less than full term – any one item from the five (5) to twenty (20) year categories;
or
 - (b) Full term or more – any one item from any category within the catalogue.