

Board Policy 7 – Appendix A

Trustee Claim Rates

1. Honoraria

For attendance, Trustees shall be paid an hourly rate of Thirty Dollars (\$30.00) per hour. When attending an overnight/multi-day event, normally Trustees will claim a maximum of twelve (12) hours for each 24-hour conference day.

2. Benefit Plans

Eligible Trustees shall be offered a combined Health Spending Account (HSA) and Lifestyle Spending Account (LSA) currently available to Division staff.

3. Travel

3.1 The kilometre rate for Trustees and staff shall be Sixty Cents (\$0.60) per kilometer with an additional Five Cents (\$0.05) per kilometre for carpooling.

3.2 Parking fees – by receipt.

3.3 Taxi fare/car rental – by receipt.

3.4 Airfare – by receipt.

3.5 For out-of-province travel, Trustees shall be responsible for transportation claims that are reasonable and cost-effective in consultation with the Board Chair.

Note: Mileage allowance for travel to and from Division Office for Trustees is considered by Canada Customs and Revenue Agency to be a personal benefit and therefore must be included in income as an employment benefit.

4. Accommodation/Lodging

4.1 By receipt.

- 4.2 In lieu of an accommodation receipt, a private accommodation allowance of Fifty Dollars (\$50.00) per day may be claimed without a receipt.

5. Meals

- 5.1 By receipt; or
- 5.1.1 Breakfast up to Twenty Dollars (\$20.00).
 - 5.1.2 Lunch up to Twenty-five Dollars (\$25.00).
 - 5.1.3 Supper up to Thirty-five Dollars (\$35.00).
- Total: Eighty Dollars (\$80.00).

6. Additional Honoraria

- 6.1 The Board Chair shall be paid an additional honorarium of Five Thousand, Three Hundred and Fifty Dollars (\$5,350.00) per annum.
- 6.2 The Committee Chair shall be paid an additional honorarium of Sixty Dollars (\$60.00) per committee meeting.
- 6.3 The Board shall compensate Trustees for internet, cell phone and other technology use to be claimed under a communication allowance, at Seventy-five Dollars (\$75.00) per month.

7. Preparation Time

- 7.1 Trustees shall receive an additional rate of Two Hundred and Forty Dollars (\$240.00) per month for preparation time, only for months in which Board meetings occur.

References: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222 Education Act
Local Authorities Elections Act
Board Procedures Regulation
Income Tax Act (Canada)
Petitions and Public Notices Regulation