

## Board Policy 7

### Board Operations

---

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve, and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or other topics that the Board Chair feels should be held in private.

The Board further believes having members of the public make presentations at Board meetings can enhance public engagement.

The Board also believes that public forums dealing with specific educational topics in various communities within the Division can enhance communications and the effectiveness of the Board.

#### 1. Wards

Within the stipulations of Order in Council 578/94, which established Northern Gateway Regional Division No. 10 and subsequent Ministerial Order 057/95, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Order in Council and the Ministerial Order are available from the Division Office.

- 1.1 Each of the following is established as a ward of the Regional Division:
    - 1.1.1 The County of Lac Ste. Anne No. 28
    - 1.1.2 The East Smoky School Division No. 54
    - 1.1.3 The Whitecourt School District No. 2736
  - 1.2 The number of trustees to be elected in each ward is as follows:
    - 1.2.2 Four (4) trustees from the former County of Lac. Ste. Anne No. 28; one (1) from each electoral subdivision.
    - 1.2.3 Three (3) trustees from the former East Smoky School Division No. 54; one (1) from each electoral subdivision.
    - 1.2.4 Two (2) trustees from the former Whitecourt School District No. 2736 ward, elected at large.
  - 1.3 All electoral subdivisions shall comprise all those lands as outlined in the Order in Council, and subsequent Board by-laws.
  - 1.4 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
  - 1.5 If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, unless this vacancy occurs in the last six (6) months before the next election. If two (2) vacancies occur prior to the fourth year of the term of office, a by-election must be held.
2. Organizational Meeting

An organizational meeting of the Board shall be held annually, and no later than four (4) weeks following Election Day, when there has been a general election. The first meeting of the Board following a general election shall be an organizational meeting. The Secretary-Treasurer or designate will give notice of the organizational meeting to each trustee as if it were a special meeting. The Board's Organizational meeting during the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year shall be held on the 1<sup>st</sup> Board meeting date following the anniversary date of

the general election to commence at 5:00 p.m. at the Division Office in Whitecourt.

Each trustee will take the oath of office or make an affirmation immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

### Agenda for Organizational Meeting

- 2.1 The Secretary-Treasurer shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair;
- 2.2 Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. (The Board Chair shall normally be elected for a period of one (1) year.) Vote to elect the Board Chair shall be by secret ballot.
- 2.3 Elect a Vice-Chair (The Vice-Chair shall normally be elected for a period of one (1) year. Vote to elect the Vice-Chair shall be by secret ballot. Upon election as Vice-Chair, the Vice-Chair shall take the oath of office or make an affirmation);
- 2.4 Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
- 2.5 Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
- 2.6 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 2.7 Establish rates of honoraria and expense reimbursement for trustees;
- 2.8 Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
- 2.9 Review trustee representation at School Councils; and
- 2.10 Address other organizational items as required.

### 3. Meetings of the Board

Schedule for Regular Board meetings shall be as established at the annual organizational meeting.

- 3.1 Meetings will ordinarily be held in the Division Office in Whitecourt.
- 3.2 Notwithstanding the schedule noted in 2.2, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.3 Trustees shall notify the Board Chair or the Superintendent if they are unable to attend a regular Board meeting.
- 3.4 A trustee unable to be physically present may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
- 3.5 Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.
- 3.6 It is the responsibility of the trustee to make all necessary arrangements to participate electronically in the meeting at no additional cost to the Board.
- 3.7 Trustees who are absent from three (3) or more consecutive regularly scheduled meetings shall:
  - 3.7.1 Obtain authorization by resolution of the Board to do so; or
  - 3.7.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification in accordance with the School Act Section 82 1 (h).

- 3.8 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being

so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.

- 3.9 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

#### 4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

- 4.1 Special meetings of the Board will only be called when the chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 4.2 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees in accordance with the School Act Section 67 3 (a) (b).
- 4.3 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 4.4 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 4.5 Special meetings of the Board will not be held without the Superintendent and/or designates(s) in attendance, unless the Superintendent's contract is being discussed.

#### 5. In-Camera Sessions

The School Act uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of

the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the in-camera session shall be limited to discussion pertaining to the following stated reasons:

- 5.1 Individual students;
- 5.2 Individual employees;
- 5.3 Compensation;
- 5.4 Litigation/contract issues;
- 5.5 Acquisition/disposal of real property; and
- 5.6 Other topics that the Board Chair feels should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the closed meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the substance of deliberations at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

## 6. Agenda for Regular Board Meetings

The Board Chair is responsible for preparing an agenda for regular Board meetings in consultation with the Superintendent.

- 6.1 The order of business at a regular Board meeting shall generally be as follows:
  - 6.1.1 Call to Order
    - Approval of Agenda
  - 6.1.2 Appointments and Delegations
  - 6.1.3 Approval of Minutes
    - Minutes of Regular Public Board Meetings
    - Minutes of Special Board Meetings
  - 6.1.4 New Business (Action Items)

- 6.1.5 Information Items/Reports
- 6.1.6 Topics for Future Discussions
- 6.1.7 Requests for Information
- 6.1.8 Meeting Highlights
- 6.1.9 In-Camera Items
- 6.1.10 Adjournment

Items scheduled for a specific time shall be clearly identified on the agenda.

- 6.2 The agenda will be supported by copies of policies, letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation.
- 6.3 Items may be placed on the agenda in one of the following ways:
  - 6.3.1 By notifying the Board Chair or Superintendent at least six (6) calendar days prior to the Board meeting.
  - 6.3.2 By notice of motion at the previous meeting of the Board.
  - 6.3.3 As a request from a committee of the Board.
  - 6.3.4 Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 6.4 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least seventy-two (72) hours in advance of the meeting. Subsequently, emergent information may be sent electronically.

- 6.5 The list of agenda items shall be posted on the Division website no later than 10:00 a.m. on the day prior to the meeting and be available in the Division Office. Any elector may inspect the agenda and request a copy.
  - 6.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
  - 6.7 During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
7. Minutes for Regular Board or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 7.1 The minutes shall record:
  - 7.1.1 Date, time and place of meeting;
  - 7.1.2 Type of meeting;
  - 7.1.3 Name of Chair;
  - 7.1.4 Names of those trustees, administration and Recording Secretary in attendance;
  - 7.1.5 Approval of preceding minutes;
  - 7.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
  - 7.1.7 Names of persons making the motion;
  - 7.1.8 Where deemed appropriate, a statement of context, preceding motions, and a brief summary of the presentations or information items placed before the Board;
  - 7.1.9 Points of order and appeals;



- 7.1.10 Appointments;
  - 7.1.11 Summarized reports of committees;
  - 7.1.12 Recording of the vote on a motion (when requested pursuant to the School Act); and
  - 7.1.13 Trustee declaration pursuant to the School Act.
- 7.2 The minutes shall:
- 7.2.1 Be prepared as directed by the Superintendent;
  - 7.2.2 Be reviewed by the Secretary-Treasurer and Board Chair prior to submission to the Board;
  - 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 7.4 The Superintendent or designate shall establish a codification system for resolutions determined by the Board which will:
- 7.4.1 Provide for ready identification as to the meeting at which it was considered;
  - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 7.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
8. Motions
- Motions do not require a seconder.
- All items on the Agenda will be disposed of by motion of the Board.
- 8.1 Notice of Motion
- The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- 8.2 Discussion on Motions
- The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.
- 8.3 Separation of Question
- When the question under consideration contains distinct propositions, the vote of each proposition shall be taken separately, should any member so request.
- 8.4 Speaking to the Motion
- The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Amendments to the motion may be proposed at any time during discussion. No more than two (2) amendments may be before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

#### 8.5 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 8.6 Recorded Vote

Whenever a trustee requests a recorded vote, before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter.

Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained through Board Resolution (in accordance with the School Act.)

#### 8.7 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands.

## 8.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

A 'point of order' may be called by any trustee at any time. The 'point of order' must be stated definitively and conclusively. The Board Chair decides, without debate, whether the 'point' is well taken.

Any trustee may appeal a ruling of the Chair. The trustee states the reasons for the appeal; the Board Chair states the reason for the ruling. There is no debate. The Board Chair then asks, "Shall the decision of the Chair be sustained?" A simple majority decides the issue.

A rejected motion is not to be re-introduced during the same meeting unless at least a majority of the trustees present approve a motion "That the question be reconsidered". This motion is not debatable and calls for an immediate vote.

## 9. Delegations to Board Meetings

The Board welcomes delegations to provide information of educational concern.

9.1 A delegation requesting to have an item placed on the agenda shall submit to the Superintendent a summary of the presentation a minimum of six (6) days prior to the meeting.

9.2 The Board Chair, in consultation with the Superintendent, shall determine if the proposed item is to be placed on the agenda.

- 9.3 If the item is placed on the agenda, the Superintendent shall inform the delegation of time and place of the appointment and applicable Board policy regarding the presentation.
- 9.4 Delegations shall normally make presentations at regular public Board meetings.
- 9.5 The delegation shall observe the rules of parliamentary decorum.
- 9.6 If the item meets the guidelines of in-camera sessions, the delegation shall present the matter in-camera.
- 9.7 The Board Chair may require that one person be named as spokesperson for the group.
- 9.8 The delegation shall make its presentation within a period of fifteen (15) minutes, or as determined by the Board Chair.
- 9.9 Upon completion of the presentation, the Board Chair shall allow trustee questions for a period of fifteen (15) minutes or as determined by the Board Chair in order to clarify the issues and/or explain policy. At no time during the presentation, shall any trustee voice his/her opinion thereon nor shall he/she by any statement commit the Board to any specific course of action.
- 9.10 Having heard the presentation, the Board Chair shall explain what action is deemed appropriate.
- 9.11 The Board will not necessarily make a decision on the matter at the same meeting that a representation or delegation is heard. Upon completion of the presentation, the Board Chair shall inform the delegation when a decision, if required, will be made. Such decision will be communicated in writing to the spokesperson.

## 10. Audio/Video Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall obtain prior approval of the Board Chair.

## 11. Trustee Compensation and Expenses

The Board believes that trustees must be appropriately compensated for fulfilling their responsibility.

## 11.1 Honoraria and Expense Compensation

As compensation for the responsibility of an elected trustee, the Board will pay the trustee's honorarium as per Appendix A:

### 11.1.1 Trustees shall submit claims for honoraria on the following basis:

- One-quarter the full day constitutes up to and including two (2) hours;
- One-half the full day constitutes up to and including four (4) hours;
- Three-quarter the full day constitutes up to and including six (6) hours;
- The full day constitutes up to and including eight (8) hours ;
- The one and one-quarter full day constitutes up to and including ten (10) hours; and
- Over ten (10) hours constitutes for one and one-half days and is the maximum allowable claim per day.

### 11.1.2 On days when trustees will be travelling to a Board approved function (ex. a Zone 2/3 meeting in Edmonton), trustees will include their time travelling to and from their destination, as well as time spent on Board business, on their monthly Expense Claim Form.

- When attending an overnight/multi-day event, normally trustees will claim the maximum charge of 12 hours for each 24 hour conference day;
- If a trustee must use part of the day travelling to a conference, but have no other Board business to attend, then trustees will only claim those hours needed to reach their destination.

### 11.1.3 Trustees who are elected or appointed by the Board to the governing bodies of other out-of-Division organizations may submit a claim on the following basis:

- At the rate paid by the Board if the honoraria and/or allowance is not paid by the other organization; or
- At the rate paid by the Board minus any honoraria and/or allowance to be received from the other organization if the



total amount is less than that paid by the Board. The breakdown between honoraria and allowance to be received from the other organization is to be indicated on the claim form.

11.1.4 Trustees may submit claims for the following:

- Board/Committee meetings and workshops;
- School Council meetings and other appropriate school functions;
- Meetings with municipalities;
- Community meetings as approved by the Board/Chair;
- ASBA and PSBAA functions;
- Workshops, meetings, and in-services by invitation of the Superintendent;
- Attendance at other meetings and workshops by Board approval.

11.2 Reimbursement of Kilometrage and Out-Of-Pocket Expenses

Reimbursement of expenditures incurred while traveling on Board business within Alberta shall be made as follows:

11.2.1 Travel will normally be by automobile, with transportation costs paid at the rate established at the organizational meeting and by the most direct and safest route. The Board encourages carpooling.

11.2.2 Airfare as per receipt;

11.2.3 Parking costs as per receipt;

11.2.4 Accommodation costs as per receipt/or in lieu of an accommodation receipt, a private accommodation allowance as per Appendix "A".

11.2.5 Approved registration fees; and

11.2.6 Meal allowance at the established rate.

The Board must approve trustee travel outside of Alberta.

11.3 Communication Allowance

11.3.1 The Board shall compensate trustees for internet and cell phone use to be claimed under a Communication Allowance as per Appendix "A".

#### 11.4 Benefit Plans

11.4.1 Trustees are extended the option of participating in applicable benefit plans approved by the Board, at Board approved rates.

#### 11.5 Trustee Honoraria/Expense Claim

11.5.1 Trustees shall submit supporting documents to verify their claims; and

11.5.2 The Superintendent or designate shall refer claims requiring clarification to the Board Chair.

#### 11.6 Taxation Matters

11.6.1 One-third of all compensation payable to a trustee which is required to be included in income for tax purposes by the Trustee is deemed, for purposes of section 81(3) of the Income Tax Act (Canada), to be an allowance for expenses that are incidental to the discharge of the trustee's duties; and

11.6.2 The Superintendent shall develop and maintain Administrative Procedures relating to the expense claim form.

### 12. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

If there is any change the trustee must immediately inform the Secretary-Treasurer in accordance with Section 81 of the School Act.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and



in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

12.1 The trustee is expected to be conversant with sections 80-91 of the School Act.

12.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.

12.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

12.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

12.3 It shall be the responsibility of the trustee in conflict to absent himself from the meeting in accordance with the requirements of the School Act and ensure that his declaration and absence is properly recorded within the minutes.

12.4 The recording secretary will record in the minutes:

12.4.1 The trustee's declaration;

12.4.2 The trustee's abstention from the debate and the vote; and

12.4.3 That the trustee left the room in which the meeting was held.

### 13. Board Self-Evaluation

13.1 The Board self-evaluation process will normally occur with the Superintendent evaluation process described in the document entitled Superintendent Evaluation Process, Criteria and Timelines.

13.2 The purpose of the Board self-evaluation is to answer the following questions:

13.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

13.2.2 How do we perceive our interpersonal working relationships?

- 13.2.3 How well do we receive input and how well do we communicate?
- 13.2.4 How well have we adhered to our annual work plan?
- 13.2.5 How would we rate our Board-Superintendent relations?
- 13.2.6 How well have we adhered to our governance policies?
- 13.2.7 What have we accomplished this past year? How do we know?
- 13.3 The principles upon which the Board self-evaluation is based are as follows:
  - 13.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
  - 13.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
  - 13.3.3 An evidence-based approach provides objectivity.
- 13.4 The components of the Board self-evaluation are:
  - 13.4.1 Review of Board Role Performance
  - 13.4.2 Monitoring Interpersonal Working Relationships
  - 13.4.3 Monitoring Board Representation/Communication
  - 13.4.4 Review of Annual Work Plan Completion
  - 13.4.5 Monitoring Board-Superintendent Relations
  - 13.4.6 Review of Board Motions
  - 13.4.7 Review of Board Governance Policies
  - 13.4.8 Creating a Positive Path Forward

Reference: Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 261, 262  
School Act, Local Authorities Elections Act, Income Tax Act (Canada)

## Board Policy 7 - Appendix

---

### Trustee Claim Rates

#### 1. Honoraria (Rates for this only, effective November 1<sup>st</sup>, 2013)

##### 1.1 For attendance as per Board Regulations:

- 1.1.1 \$60.00 per quarter day
- 1.1.2 \$110.00 per half day
- 1.1.3 \$170.00 per three-quarter day
- 1.1.4 \$220.00 per full day
- 1.1.5 \$280.00 per one and one-quarter day
- 1.1.6 \$330.00 per one and one-half day

#### 2. Travel

- The kilometre rate for trustees and staff will be set at \$0.525 per kilometer with an additional \$0.05/km for carpooling, effective November 1<sup>st</sup>, 2015.
- Parking fees – by receipt;
- Taxi fare/car rental – by receipt; and
- Airfare – by receipt.

##### 2.1 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.

3. Accommodation/Lodging

- By receipt; or
- In lieu of an accommodation receipt, a private accommodation allowance of \$50.00 a day may be claimed without receipt.

4. Meals

- By receipt; or
- Breakfast up to fifteen dollars (\$20)
- Lunch up to twenty dollars (\$25)
- Supper up to thirty dollars (\$35)
- TOTAL eighty dollars (\$80) (or by receipt)

5. Additional Honoraria/Chairs

- The Board Chair shall be paid an additional honorarium of \$5,000.00/annum.
- The Committee Chair shall be paid additional honoraria of a quarter day rate (\$60.00) per committee meeting.
- The Board shall compensate trustees for internet and cell phone use to be claimed under a Communication Allowance, set at \$75.00/per month effective November 1<sup>st</sup>, 2014.

6. One-third of all taxable amounts are deemed to be an allowance for the expenses that are incidental to the discharge of the trustee's duties.

Legal Reference: Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 261, 262  
School Act  
Local Authorities Elections Act  
Income Tax Act (Canada)