

The Trustee Remuneration Guidelines are reviewed annually at each organizational meeting. These guidelines are also subject to complete review by a committee struck by the Board in the second year of a Board's mandate or at other times determined by the Board.

#### **1. Monthly Remuneration**

The remuneration that is received by trustees in each of the 12 months of the year is expected to compensate trustees for the work of the Board that they do as trustees. It is recognized that trustees are serving the community in an elected position and remuneration should not be perceived as payment for hours worked. Although trustees volunteer their time and expertise, they should not be required to suffer financial loss as a result of work they are elected to do. Remuneration is expected to pay costs for essential/required trustee duties such as those described below.

(Note that the list is not exhaustive, but is provided for context and reference)

- a. Regular and Special meetings and related work
- b. School Board committee meetings/work
- c. External committee meetings/work (ex. SSBA, Municipal committees, SHSAA, etc.)
- d. School Community Council meetings and events
- e. School events (ex. graduations, awards ceremonies, Track & Field days, etc.)
- f. Linkage meetings/work (ex. Meetings with SRSC, PAATA, MLAs, City, RMs, etc.)
- g. Events hosted by external agencies (ex. Chamber of Commerce, PAATA, etc.)
- h. Division special events (ex. School Division Art Show, grand openings, school tours, etc.)
- i. Attendance at workshops, conferences, seminars and gatherings (ex. Board/Director evaluation)

If trustees are required by the Board to travel outside City of Prince Albert in order to fulfill their duties then necessary travel, accommodation and meal costs will be reimbursed at the rates established by the Board.

Trustee remuneration rates were determined following an August 2017 review of Ministry budget allocations and caps, along with the governance needs of the school division. Remuneration rates are as follows:

- Trustee ..... \$11,600.89 (Monthly amount = \$966.74)
- Chair ..... \$12,713.89 (Monthly amount = \$1,059.49)

#### **2. Deductions**

An individual trustee can miss a maximum of three Board meetings in a 12-month period (such period commencing immediately following each year's Organizational Meeting) without experiencing a reduction in remuneration. A trustee who misses more than three Board meetings in a 12-month period will experience a deduction of \$300.00 for each meeting missed beginning with the fourth meeting, unless the Board has passed a resolution supporting such absence with no deduction.

**3. Travel Cost Allowances**

Trustees are encouraged to car pool and minimize travel costs in other appropriate ways in order to reduce costs and maximize value for the travel budget allocation.

- a. Board Chair Travel annual allowance: ..... \$1,200.00 (Monthly amount = \$100.00)
- b. Mileage Rate (established at the Organizational Meeting each year or as required)
- a. Rate as revised, effective September 1, 2017 . \$0.39 per kilometer
- c. Accommodation:..... as per receipts
- d. Gratuity in lieu of hotel..... \$50.00 per night
- e. Meals ..... IN Province      OUT of Province
  - Breakfast..... \$10.00      \$15.00
  - Lunch ..... \$15.00      \$22.50
  - Supper ..... \$25.00      \$37.50
- f. Parking ..... as per receipts
- g. Other expenses ..... as per receipts

**4. Professional Development and Convention Allowances**

Professional development and convention allowances are intended to cover costs of attendance at conventions, conferences, and other Board-approved professional development activities. (Meetings of the Saskatchewan School Boards Association (SSBA), Public Section are not considered as professional development for budget allocation purposes.)

Each trustee is allocated \$750.00 per year to charge all his or her professional development expenses over the course of the fiscal year. However, the funds of trustees can also be pooled to be used collectively, as determined by the Board.

Administration will inform the Board if an individual or the collective fund is in jeopardy of exceeding the budgeted allocation.

**5. Adjudication**

The Board Chair and/or Vice-Chair and/or Director of Education will assist in resolving situations in which the above guidelines do not provide specific enough direction.