



BOARD MEMBER REMUNERATION AND EXPENSE ALLOWANCE

1. Remuneration

The board shall authorize trustee remuneration, a part of which shall be a tax-free amount, and shall make provision for allowances for expenses incurred while conducting board business.

- 1.1 Trustee remuneration will be reviewed annually.
- 1.2 Remuneration as described in the School Act regulations will be paid to trustees on a monthly basis, one-third in the form of a tax-free expense allowance and two-thirds as taxable income.
- 1.3 Board chair, board vice-chair and trustee remuneration is determined by the formula recommended by a community based committee and approved by the board on December 18, 2007.
- 1.4 The superintendent or designate will arrange for direct bank deposit of cheques by having trustees complete the necessary banking authorization form.
- 1.5 Remuneration for mileage accrued will be paid to trustees who are required to use their own vehicles for board business outside of the district or who are authorized to use their own vehicles for board business inside the district.
- 1.6 Remuneration for mileage accrued while on board business shall be paid monthly or at the end of the calendar year.
- 1.7 As a business rate is applied by ICBC to trustees who attend more than four functions per month for board business, such increase shall be reimbursed.
- 1.8 Remuneration for the actual cost of babysitting and/or elder care required to enable the participation of trustees shall be paid by the board.
- 1.9 No trustees shall receive mileage from home to board office to attend meetings other than trustees elected from the electoral areas of the outlying islands and Sayward, who reside in those electoral areas and are required to maintain a home office as a regular place of work, shall be reimbursed for expenses incurred in the performance of their duties to travel to Campbell River.
- 1.10 In recognition of the chair and vice-chair's communication responsibilities his or her cell phone usage plan costs may be claimed as an expense.
- 1.11 Trustees shall be entitled to be reimbursed for home internet connection expenses.

2. Attendance at Conferences / Seminars

- 2.1 The board encourages and supports trustee development and attendance of trustees at conferences, seminars and other trustee development sessions. The board provides for the attendance of the board at conventions, seminars and meetings provided by BCSTA and the Ministry of Education.

- 2.2 With the approval of the board, trustees may attend conferences and other trustee development sessions that are determined to be of benefit to the individual in their capacity as a trustee and/or the board.
- 2.3 The board shall establish a global amount within the budget to cover expenses incurred by trustees related to their attendance at conventions, seminars, meetings and trustee development sessions.
- 2.4 A trustee who attends a trustee development session shall provide a report to the board at a subsequent meeting.

3. Expenses

- 3.1 Rates will be reviewed each July 1.
- 3.2 Meal per diem will be equivalent to those rates set by the BCSTA. Special circumstances may warrant variations.
- 3.3 Mileage rates for per kilometer traveled will be equivalent to the prevailing rate paid by the BCSTA. In the event that other modes of travel than motor vehicles are used, the actual fare paid will be paid by the board.
- 3.4 Remuneration for the actual cost of accommodation including parking, or a set amount per night if staying in a private residence, and of cell phone and internet usage for board business or for a reasonable number of calls home, will be paid to trustees who must stay away from home overnight while on board business.
- 3.5 Private residence overnight stay allowance equivalent to the rate set by the Province of BC.
- 3.6 If travel is outside of Canada, the per diem rate may be adjusted to more accurately reflect the cost of living in the area traveled. Costs of exchanging currency may also be claimed.

4. Expense Report and Claim Form

Trustees shall file an Expense Report and Claim Form on return from attending conferences, seminars and other trustee development sessions showing totals for expenses.

- 4.1 Accommodation.
- 4.2 Meals and incidental expenses: (the number of per diems for meals and incidental expenses (not including parking) allowed will be based on the number of overnights, plus one - telephone charges are limited to local calls, long distance calls made on behalf of the school district, and a reasonable number of calls home - internet charges at hotels are limited to work-related projects - cell phone charges are limited to work-related calls and emails, and a reasonable number of contacts made with the trustee's home.
- 4.3 Registration if not paid directly by the board.
- 4.4 Transportation and parking.
- 4.5 Receipts for lodging and travel expenses other than by motor vehicle.

5. Personal Vehicle Vandalism

- 5.1 Where a trustee's personal vehicle suffers vandalism or malicious damage over \$50.00 while parked on district property or in direct relation to their role on the Board of Education, the district shall, after the owner has exhausted all legal avenues to recover costs from the offender(s) and/or any insurance coverage which might be in effect, compensate the trustee in the amount of fifty percent (50%) of the deductible to a maximum of \$150.00.
- 5.2 All claims must be submitted to the secretary-treasurer on a district expense claim form with supporting documentation.

Legal References:	<i>School Act Sec. 71</i>
Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
First Adopted:	<i>June 25, 2013</i>
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	<i>June 20, 2017</i>
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