



POLICY 27

TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2025 09 04

BACKGROUND

To acknowledge the importance of the publicly elected office of Trustee for Rocky View Schools and to attract and retain quality individuals to this valuable public service, trustees are to be compensated for their efforts.

The Board believes that fair and reasonable compensation recognizes the roles and responsibilities undertaken by the Board and individual trustees as well as the time spent carrying out the business of the Board and providing service to the community. The amount paid to trustees must strike an appropriate balance that provides recognition for the valuable work that is done by the Board and individual trustees, while being fiscally responsible for the division. Also, trustees are to be reimbursed for reasonable expenses incurred because of this work.

The Board expects that trustees will actively participate in the work of the Board and meaningfully engage in learning and development activities that will enhance their ability to effectively fulfil their governance responsibilities.

Guidelines for compensation and expense reimbursement must be clear and transparent to the public. The Board commits to reviewing this policy at least once per electoral term.

GUIDELINES

1. Trustee Compensation

- 1.1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

	Annual Honoraria	Additional Honoraria (Per Hour Rate)	Annual General Expense Allowance
Trustees	\$29,626.20	\$44.98	\$7,822.85

- 1.2. The Chair will receive an additional 32% of trustee annual honoraria in recognition of the additional responsibilities of the role.
- 1.3. The Vice-Chair will receive an additional 12% of trustee annual honoraria in recognition of the additional responsibilities of the role.
- 1.4. Annually, a trustee in Ward 2 may claim up to \$1500 additional hourly honoraria and a trustee in Ward 4 may claim up to \$750 additional hourly honoraria to cover travel time to non-honoraria claimable ward events and responsibilities.
- 1.5. Annual Honoraria is an all-inclusive amount paid to each trustee for their time to prepare for and attend to school board business including:
- 1.5.1. All Board meetings (regular, special or organizational);
 - 1.5.2. All Board Planning Committee meetings held on Board meeting dates;

POLICY 27

TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2025 09 04

- 1.5.3. Self-determined professional learning or conferences;
 - 1.5.4. Alberta School Boards Association general meetings;
 - 1.5.5. Meeting preparation; and,
 - 1.5.6. All other meetings, school functions and other responsibilities except as outlined under Additional Honoraria.
- 1.6. Additional Honoraria is the hourly amount paid to each trustee for their time, inclusive of travel time, spent attending:
- 1.6.1. Meetings of Board established Committees which the trustee attends either in person or electronically, as a Board appointed committee member;
 - 1.6.2. Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or electronically, as a Board authorized representative;
 - 1.6.3. School council meetings where the trustee attends either in person or electronically, as the designated trustee (or alternate) and joint Board / school council meetings;
 - 1.6.4. Board Planning Committee meetings not held on Board meeting dates;
 - 1.6.5. Board established professional development, in-service and Board orientation events including school tours;
 - 1.6.6. Board sponsored meetings with elected officials;
 - 1.6.7. Travel time to Board meetings; and
 - 1.6.8. Other events/meetings which a trustee attends as a Board representative as authorized by the Board Planning Committee.
- 1.7. Office space at the Education Centre is not provided, and therefore trustees are expected to have a home/offsite office which is their main working location. Annual General Expense Allowance is the amount paid to each trustee to offset various home office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.
- 1.7.1. A computer or tablet shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.
- 1.8. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.

2. Trustee Benefits

2.1. Select benefits as described below will be provided to trustees at the cost to the Board.

Benefit	Description
Life Insurance	\$25,000
Basic A.D. & D.	\$25,000
Drugs & Other Medical Services & Supplies	ASEBP Plan 1 coverage
Dental	ASEBP Plan 3 coverage
Vision	ASEBP Plan 3 coverage
Health Spending Account	\$900 per year

See ASEBP website (<https://www.asebp.ca/my-benefits/>) for details on the benefits provided for each grouping.

2.2. At the end of each trustee's service, such trustee shall be entitled to a transition allowance to ease the transition from such service, in accordance with the following schedule:

- 2.2.1. A Trustee whose service ends at the end of their first term shall receive a transition allowance equal to two weeks of trustees' basic honorarium prevailing at the end of such service per year of service;
- 2.2.2. A trustee whose service ends following the completion of two or more terms shall receive a transition allowance equal to one month's honoraria per year of continuous service to a maximum of one-half of the trustees' basic annual honorarium prevailing at the end of such service; and
- 2.2.3. Notwithstanding 2.2.1 and 2.2.2 above, a trustee who fails to complete the term to which they are elected shall not be entitled to a transition allowance for any portion of that term, except as the Board of Trustees might determine after due consideration of any extenuating circumstances.

3. Trustee Development

- 3.1. The Board of Trustees recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.
- 3.2. Each trustee may utilize up to \$12,000 over the four-year elected term, for trustee development.
- 3.3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
- 3.4. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
- 3.5. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
- 3.6. Trustees are expected to share learnings and resources with other trustees.



POLICY 27

TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2025 09 04

- 3.7. Any tangible items purchased through these funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

4. Trustee Expenses

- 4.1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings and events are claimable expenses including transportation, meals, hotels, communication and other costs.
- 4.2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

5. Expense Disclosure

- 5.1. The Board believes in public transparency and accountability to its stakeholders and publicly discloses all expense reimbursements. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information.
- 5.2. Expenses disclosures will follow the applicable administrative procedure.

Legal Reference:

- Education Act Section 33, 34, 51, 140, and 228