Holy Spirit
CATHOLIC SCHOOL DIVISION

POLICY 18 - APPENDIX A

Revised September 2026

GOVERNANCE BUDGET: TRUSTEE COMPENSATION, ALLOWANCES AND REIMBURSEMENT RATES

Trustees of Holy Spirit Catholic School Division shall receive remuneration and allowances that reflect the responsibilities of their role and the time commitment required. This compensation aims to support Trustees in fulfilling their duties without financial barriers, while remaining mindful of public expectations and financial prudence.

The Governance Budget will specify the allocations for Trustee Compensation (1), Board Expenses (2), and Trustee Expenses (3)**.**

1. Trustee Compensation

1.1 Annual Stipend: Trustees will receive an annual stipend to cover time in attendance for all divisional governance activities related to school board meetings and school related activities. Annual Trustee stipend shall be $16,200.00.

1.1.1 Board Chair and Vice-Chair Stipend: The Board Chair and Vice-Chair shall receive additional compensation due to their increased responsibilities. Annual Board Chair / Vice Chair Stipend shall be $20,000.00 for Board Chair and $18,000.00 for Vice Chair.

1.1.2 Stipend Adjustment: The annual stipend rate for trustees shall be adjusted each September by an increase equal to the rate of increase in the system and administration grants provided to the school division from Alberta Education. The amount will be rounded to the nearest $100.

1.1.3 Stipend Review: Stipend amounts should be reviewed every 4 years to coincide with Election Year Board Governance Budget approval. Additional Stipend Adjustment may be required as the result of research comparing remuneration of Holy Spirit Catholic Trustees to those of like sized boards and/ that of boards operating in close proximity. Category 4 on schedule 1 of the *Superintendent of Schools Regulation AR 94/2018.*

1.2 Trustee benefits will be paid at a rate of 100% as per all employees within the division.

1.3 The daily per diem rate for trustees shall be set to the Alberta School Board Association (ASBA) provincial rate for full day and half day meetings. Per diems are paid for eligible events where per diems or honorariums are not also paid for by an alternate source. Compensation is based on actual attendance on scheduled meeting dates.

1.3.1 Trustees serving as the Board's **representative(s) and / or alternate** on the following internal and external committees shall be compensated for service:

1.3.1.1 Alberta School Boards Association, Zone representative (ASBA, Zone 6) up to ten (10) meetings per year;

1.3.1.2 Alberta Catholic School Trustees Association (ACSTA) up to ten (10) meetings per year per year;

1.3.1.3 Grateful Advocates for Catholic Education (GRACE) Summit up to two (2) meetings per year;

1.3.1.4 Teacher Employer Bargaining Association (TEBA) up to ten (10) meetings per year;

1.3.1.5 Bargaining committees: ATA, and CUPE 1825 on bargaining days with local unions;

1.3.1.6 Team Lethbridge on a mission year up to five (5) meetings per year;

1.3.1.7 Joint City/ School Boards up to five (5) half-day meetings per year; and

1.3.1.8 Economic Development every second year when Holy Spirit Catholic School Division is a representative of up to ten (10) half-day meetings per year.

1.3.2 For committees not listed above, a trustee may bring a recommendation to the Board for approval and inclusion in the governance budget.

1.3.3 Trustees attending Alberta School Boards Association (ASBA) Fall General Meeting and Spring General Meeting.

1.3.4 Trustees attending Alberta Catholic School Trustees Association (ACSTA) Annual General Meeting

1.3.5 Per Diem exclusions: All meetings and events not listed under 1.3

2. Board Expenses

Trustees will be required to attend various conferences, conventions, workshops, and meetings in their capacity as school trustees. During the budget year, amendments to the specific allocations within the approved board governance budget may be made after consideration and approval by the Board.

2.1 Membership and registration fees to the following:

2.1.1 Alberta School Boards Association;

2.1.2 Alberta School Boards Association, Zone (ASBA, Zone 6);

2.1.3 Alberta Catholic School Trustees Association (ACSTA);

2.1.4 Alberta School Council Association (ASCA); and

2.1.5 Chamber of Commerce in Lethbridge.

2.2 Board Sponsored Events and Retreats:

2.2.1 Edwin Parr Award Night;

2.2.2 Annual Board Faith Retreat; and

2.2.3 Bishop's Dinner when in Lethbridge.

2.3 Board directed professional development: Funds for trustee participation in professional development shall be budgeted for on an annual basis. The annual budget will account for registration fees, travel expenses, subsistence (meal allowance) and accommodation professional development may include ACSTA's, BluePrints/SPICE; A major national conference such as CCSTA, CSBA, Labour Relations, or any other related conferences.

2.4 Election advertising costs.

2.5 General Board expenses.

2.6 Contracted services (as required).

3. Trustee Expenses

3.1 Reimbursement Rates. These reimbursement rates shall apply to all staff when conducting business on behalf of the school division

3.1.1 Standard room accommodation and parking will be paid for using a division credit card. In situations where the division is unable and the trustee must pay, the division will reimburse at cost supported by a receipt.

3.1.2 Meals at a maximum rate of $65.00 per day according to the following:

Breakfast $15.00
Lunch $20.00
Dinner $30.00

3.1.3 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expenses.

3.1.4 Actual cost of economy fare on the mode of transport supported by a receipt.

3.1.5 Taxi, Uber, Lyft, or other public transportation at cost supported by a receipt.

3.1.6 Private car travel will be reimbursed per kilometer, in keeping with the Government of Alberta Rate, as published each March. This rate will come into effect the following school year, on September 1. Trustees will strive to incur expenses which are most economical for the Board such as substituting travel by car for air travel where appropriate.

3.2 Trustees will not be eligible to claim for travel within their own ward, with the exception of Ward 5, where travel between the town sites of Taber and Bow Island are eligible for reimbursement.

3.3 A claim form, "Remuneration and Travel Expense," has been adopted for use by trustees and is available electronically.

3.4 Trustees must submit expense claims in a timely manner following the completion of incurring the expenses.

Public Disclosure:

Trustee compensation shall be disclosed annually in the school board's audited financial statements and published on the board's website. The trustee monthly expense report shall be public information and shall be available upon request.