
Policy 6

TRUSTEE REMUNERATION AND EXPENSES

Purpose

The Board of Education of School District No. 39 (Vancouver) recognizes the significant responsibilities undertaken by trustees in fulfilling their statutory, fiduciary, and governance duties. This policy establishes clear, transparent, and consistent provisions respecting trustee remuneration and expense reimbursement in accordance with the *School Act* and good governance practices.

Authority

This policy is established pursuant to section 71 of the *School Act*, which authorizes a board of education to approve annual remuneration for trustees, including differentiated remuneration for the Chair and Vice-Chair; and reasonable allowances for expenses necessarily incurred in the performance of trustees' duties.

Guiding Principles

Trustee remuneration and expenses shall:

- support effective governance and public accountability;
- be transparent, reasonable, and fiscally responsible;
- recognize the differing levels of responsibility and complexity associated with trustee roles; and
- be benchmarked against comparable large urban school districts in British Columbia.

Decisions regarding remuneration reflect the principle that the Board determines remuneration for future Board terms, such that trustees do not establish or adjust compensation for their own benefit during the term in which they serve.

1. Trustee Remuneration

1.1 Annual Remuneration

The Board may authorize annual remuneration for trustees, including the Chair and Vice-Chair.

Effective September 1 of each year, trustee remuneration shall be adjusted based on the annual percentage change in the Vancouver Consumer Price Index (CPI), rounded to the nearest hundred, unless otherwise determined by the Board in accordance with this policy.

Trustees are paid on a bi-weekly basis in accordance with District compensation practices.

1.2 Differentiation of Chair and Vice-Chair Remuneration

In establishing and reviewing remuneration differentials, the Board shall recognize the additional duties, workload, leadership responsibilities, and complexity associated with the roles of Chair and Vice-Chair, as outlined in Policy 5 - Role Of The Board Chairperson and Board Vice Chairperson.

2. Review of Trustee Remuneration

2.1 Timing of Review

During the last year of each Board term, the Board shall conduct a formal review of trustee remuneration.

2.2 Benchmarking and Determination of Remuneration

As part of the review, trustee remuneration shall be benchmarked against comparable large urban school districts in British Columbia.

For the purposes of establishing remuneration:

- The base trustee remuneration shall be determined as the average of trustee remuneration in the selected comparator school districts, rounded to the nearest hundred;
- The comparator group shall be approved by the Board and documented as part of the review process; and
- Benchmarking analysis and methodology shall be documented and made available to the Board.

In recognition of the additional responsibilities, leadership obligations, and complexity of the roles:

- The Chair's remuneration shall be set at 30% higher than the base trustee remuneration, rounded to the nearest hundred; and
- The Vice-Chair's remuneration shall be set at 15% higher than the base trustee remuneration, rounded to the nearest hundred.

2.3 Decision and Implementation Timing

Any changes to trustee remuneration resulting from the review shall:

- be approved by Board motion;
- apply only to the subsequent Board term; and
- not take effect during the term in which the review is conducted.

3. Trustee Expenses

3.1 General Principles

The Board may authorize reimbursement of reasonable expenses necessarily incurred by trustees in the performance of their duties. Reimbursement shall be supported by appropriate documentation and administered in accordance with procedures issued by the Office of the Secretary Treasurer.

3.2 Budget Approval and Administration

The Board shall approve an annual trustee expense budget as part of the district's annual budgeting process. Individual expense claims are administered by the Secretary Treasurer in accordance with established policies and procedures and are not approved by the Board on a case-by-case basis.

3.3 Technology and Equipment

Trustees shall be provided with appropriate technology and equipment to support their work, including secure access to Board materials, communications systems, and information platforms.

3.4 District-Provided Insurance

Trustees are provided with liability insurance coverage for actions undertaken in good faith in the performance of their official duties, through the Schools Protection Program (SPP). Further indemnification, including the terms, conditions, and limitations of such coverage, is addressed in Policy 16 – Indemnification Bylaw.

3.5 Professional Development

Professional development expenses shall be reimbursed only where the education or training is directly aligned with the trustee's governance role and responsibilities.

Eligible professional development includes, but is not limited to:

- British Columbia School Trustees Association (BCSTA) conferences, annual general meeting, provincial council and learning opportunities;
- British Columbia Public Schools Employers' Association (BCPSEA) conferences, annual general meeting, provincial council and learning opportunities for trustee representatives;
- Canadian School Boards Association (CSBA) conferences and learning opportunities.

Attendance, other than at BCSTA, BCPSEA and CSBA events, must be pre-approved by the Board Chairperson for all trustees and by the Board Vice Chairperson for the Board Chairperson. All professional development and learning opportunities must be arranged through the Office of the Secretary Treasurer.

Reimbursable expenses include:

- accommodation, economy airfare and other travel costs, verified by original receipts;
- a per-diem allowance, at a rate set by the District, to cover meals and incidental expenses while traveling on Board business; and
- registration fees and related costs for approved trustee-relevant professional development.

Professional development expenses not eligible for reimbursement:

- accommodation expenses incurred in Metro Vancouver;
- expenses related to international conferences, study tours, or events not directly related to trustee governance responsibilities;
- expenses for programs leading to academic credentials (including degrees or diplomas) or for general educational or professional learning not specifically related to trustee governance functions.

3.6 Child Care

Trustees may occasionally need to pay for childminding services so they can attend Board meetings, VSB committees, or other committees to which they have been appointed by the Board under Policy 9 – Board Representatives.

Child care expenses can only be claimed for individuals who meet the CRA definition of an eligible child. The claim for child care expenses must include receipt from the child care provider, date of the meeting, number of hours of child minding claimed and the rate per hour.

Reimbursement is limited to the duration of the meeting attended plus reasonable travel time.

Reimbursement is not available for childminders residing in the same household as the child.

Reimbursement is based on the minimum wage in British Columbia, regardless of what is paid to the childminder. Child care expenses reimbursed will be reported to the CRA as a taxable benefit.

To receive reimbursement for costs incurred, trustees must submit child care expense claims to the Secretary Treasurer's Office on a monthly basis.

3.7 Ineligible Expenses

Trustees are not eligible for reimbursement of:

- vehicle mileage or personal transportation expenses;
- expenses not directly connected to Board-authorized duties;
- personal insurance expenses, including premiums or costs associated with privately owned vehicles, personal liability insurance, travel insurance, or any other insurance coverage for which the Trustee is individually responsible.

Legal Reference: Section 71 *School Act*

Related Policies: Policy 5 - Role Of The Board Chairperson and Board Vice Chairperson
 Policy 9 – Board Representatives
 Policy 16 – Indemnification Bylaw

ADOPTED: May 27, 2026

APPENDIX A

This appendix provides supporting reference information for the implementation of Policy 6 – Trustee Remuneration and Expenses. It is intended to enhance transparency and consistency in the application of the policy by documenting the comparator group of large urban school districts in British Columbia used for remuneration benchmarking; current trustee remuneration levels and professional development allocations; and applicable reimbursement rates and guidelines for travel and authorized expenses.

The information contained in this appendix is administrative in nature and may be updated from time to time to reflect Board-approved rates or other operational adjustments, without requiring amendment to the policy itself.

Comparable Large Urban School Districts in British Columbia

Board of Education	Student Enrolment 2025-2026
Abbotsford	20,668
Burnaby	28,468
Coquitlam	34,053
Langley	26,552
Richmond	23,422
Surrey	81,047
Vancouver	52,260

Trustee Remuneration

As of September 1, 2025, annual trustee remuneration is:

- **Chair:** \$40,315
- **Vice-Chair:** \$39,448
- **Trustees:** \$37,215
- **Student Trustee:** \$3,265

As of September 1, 2025, the annual trustee professional development allocation is \$3,000.

Travel Reimbursement Rates

The maximum per diem rates for meals without receipts are:

- \$20 Breakfast
- \$25 Lunch
- \$40 Dinner

On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.

The maximum per diem rate for incidental expenses when a receipt is unavailable is up to \$10.00 per day.

Childminding Reimbursement Rates

- Childminding by individuals under 18: current minimum wage.
- Childminding by individuals over 18: 130% of minimum wage.
- Childminding for children with disabilities or diverse abilities by a licensed Early Childhood Educator (ECE): 160% of minimum wage (ECE license number must be included on the receipt).