Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Board Remuneration and Expenses			
Procedure Type:	Governance and Management	**Implementation Date:**	FEB 9, 2011
Procedure Number:	1.03	**Last Revision Date:**	SEP 1, 2025
AP Owner:	Superintendent of Business	**Last Review Date:**	SEP 15, 2025
Legal Reference(s):	*The School Division Administration Regulations, 2017,* s. 22, 23		

Background

Living Sky School Division (LSKYSD) remunerates Board of Education trustees in accordance with its remuneration and expense schedule. The schedule is established annually as directed by the Board at the organizational meeting in an election year; in other years this will take place during the budget preparation and approval process.

The Board believes that the role of trustee is one of service to the community. The Board acknowledges that in service of the community personal expense is incurred. Reasonable reimbursement will be made for travel, food, and lodging, and any other out-of-pocket expenses incurred by the Board member while necessarily absent from their place of residence on any business of the Division. The Board strives to ensure that remuneration levels reflect a capacity to enable all electors to seek a position on the Board.

Scope

This administrative procedure outlines the process for determining Board remuneration and expense reimbursements. The mileage and meal per diem rates established herein apply not only to Board members but also to employees and volunteers who are eligible for reimbursement. The application of these rates to employees and volunteers is further detailed in a separate administrative procedure.

Roles & Responsibilities

Superintendent of Business

- recommends board remuneration rates for approval and ensures they are included in the budget
- proposes mileage and meal per diem rates for Board approval

Procedures

1. Rates
    a. The remuneration rates are to be reviewed and set as directed by the Board at the organizational meeting in an election year. In other years, this will take place during the budget preparation and approval process.
    b. Travel expense allowances and meal per diem rates will follow the rates established by the Government of Saskatchewan. These rates will also apply to all employees and volunteers who are eligible for reimbursement.

2. Schedule
    a. Board remuneration shall be on the same payroll schedule as other Division staff.

b. Expenses incurred for attending meetings, seminars, conventions, or trustee development activities, where Board members are acting in an official capacity, will be reimbursed upon submission of an expense claim.
c. Board members are encouraged to submit expense claims monthly but must submit their claims within 60 days of incurring the expense.
d. Expense claims are processed and paid according to the schedule established by the Accounting department.
e. Questions arising out of the processing of Board member claims for payment are to be referred to the Board Chair.

Related

Board Policy 2030 Code of Conduct
Board Policy 2100 Board Member Development

AP 7.05 Payments
AP 7.10 Employee Reimbursements

Payroll Review and Approval Protocol *(internal document)*
Vendor and Employee Payments Review and Approval Protocol *(internal document)*