

Subject: Remuneration and Reimbursement of Expenses

Effective: March 1, 1983

Revised: June 1994; July 1 2001; July 2002; October 2008; May 2011; September 2012

1.0 PURPOSE

This policy replaces previous policies 113 (Travel Expenses – Trustees), 131 (Out-of-Province Travel), and 113 (Travel).

The purpose of this policy is to provide guidance with respect to remuneration and the reimbursement of expenses.

2.0 APPLICATION

This policy applies to:

- members of the District Education Councils;
- members of the Parent School Support Committees; and
- persons employed by a school district or school.

3.0 DEFINITIONS

None

4.0 LEGAL AUTHORITY

Education Act section

6(b.2) The Minister may establish provincial policies and guidelines related to public education within the scope of this Act.

5.0 GOALS / PRINCIPLES

5.1 The goal of this policy is to ensure that persons employed by a school district and members of the school district governance structure are treated consistently across the province when reimbursed for expenses incurred in the performance of their duties.

5.2 Remuneration provided to District Education Council members should be disbursed in an accountable and consistent manner across all school districts, in accordance with standard accounting principles.

Original Signed by

MINISTER

6.0 REQUIREMENTS / STANDARDS

- 6.1 A District Education Council member is to be reimbursed in accordance with [AD-2801](#) for travel expenses incurred by the member only, while on official Council business that has been approved by the Council.
- 6.2 If a District Education Council chooses to reimburse a Parent School Support Committee member for travel expenses incurred by the member as outlined in section 34(3) of the [Governance Structure Regulation](#) the member is to be reimbursed in accordance with [AD-2801](#).
- 6.3 An employee of a school district or a school is to be reimbursed in accordance with [AD-2801](#) for travel expenses incurred while on official school district or school business approved by the superintendent or designate.
- 6.4 Superintendents may authorize district related travel expenses incurred as per Travel Policy [AD-2801](#), unless [AD-2801](#) specifically limits authorization to "Deputy Head exclusively".

Remuneration of District Education Council members

- 6.5 District Education Council Chairs and members are remunerated according to the amount set by the Lieutenant Governor in Council. The amount shall be communicated to School Districts and District Education Councils on a yearly basis.
- 6.6 Remuneration shall be disbursed in equal monthly payments to the District Education Council Chairs and members until such time that they are no longer members, as per subsection 37.7(4) of the [Education Act](#).
- 6.7 Each District Education Council member shall be issued a T4 for income tax purposes.

7.0 GUIDELINES / RECOMMENDATIONS

N/A

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

The District Education Council may develop policy consistent with this policy and [AD-2801](#) in order to carry out their obligations under this policy.

9.0 REFERENCES

Related [Education Act](#) sections:

36.71(1) The Lieutenant-Governor in Council shall fix the remuneration of the chair and the other councillors of a District Education Council.

36.71(2) The chair and the other councillors of a District Education Council are entitled to be paid travel expenses incurred in relation to the performance of their duties in the name of the District Education Council, as fixed by the Board of Management travel policy guidelines, as amended.

36.71(3) The remuneration and the reimbursement of expenses shall be paid out of the budget provided by the Minister to a District Education Council under section 50.2.

36.7(4) A position on a District Education Council is considered to be vacant where a councillor

- (a) dies or resigns
- (b) becomes ill, so as to be declared by the District Education Council as incapable of acting as a councillor for the remainder of his or her term of office,
- (c) is declared by the District Education Council to have acted wilfully or negligently in contravention of this Act,
- (d) is convicted of an indictable offence,
- (e) is declared by the District Education Council to have failed to attend three regular meetings in a twelve month period without cause,
- (f) becomes a member of the school personnel or an employee of the Department of Education and Early Childhood Development, or
- (g) ceases to be a resident of the school district for which the councillor was elected or appointed.

57(1)(kk) The Lieutenant-Governor in Council may make regulations respecting the reimbursement of expenses of members of a Parent School Support Committee or a District Education Council.

Related [Financial Administration Act](#) section:

6(1) Board of Management may

(h) determine and regulate the payments that may be made to persons employed in the public service by way of reimbursement of travelling or other expenses and by way of allowances in respect of expenses and conditions arising out of their employment.

Provincial Administration Manual Policy AD-2801 – Travel Directive

10.0 CONTACTS FOR MORE INFORMATION

Department of Education and Early Childhood Development – District Financial Services Branch (Anglophone) – (506) 453-6533.

Persons without access to the Provincial Administration Manual System on the government's intranet site may obtain a copy of a Provincial Administrative Directive by contacting the Department of Finance, Management Services, (506) 453-8014.

Original Signed by

MINISTER