

Board Member Compensation Procedure

This procedure is governed by its parent policy.
Questions regarding this procedure are to be
directed to the identified Procedure Administrator.

Board Procedure No.	1.1
Functional category	Board
Parent policy	Board Policy No. 1 – Board Policies are our Primary means of Governance
Approval date	March 6, 2025
Effective date	March 6, 2025
Procedure owner	Board of Governors
Procedure administrator	Board Coordinator

1. Overview

Members of the Board of Governors are to receive honoraria for the performance of their duties as members of the Board. This procedure identifies criteria and requirements for Board members to receive honoraria.

Authority to establish this procedure is derived from the NorQuest College Board of Governors [Policy No. 1 – Board Policies are Our Primary Means of Governance](#).

2. Procedure

Members of the Board are entitled to honoraria, which are distributed and reviewed in accordance with the *Post Secondary Learning Act* and the Bylaws of the Board.

Excepting the President and CEO, Board members are entitled to honoraria at rates that the Board has approved.

The current bi-weekly honoraria rates for Board members are as follows:

- a) Board Chair: \$193.85
- b) Committee Chair or Board Vice Chair: \$126.92
- c) Board Member: \$103.85

Honoraria are paid bi-weekly by electronic funds transfer to align with NorQuest College payment systems. Honoraria are pro-rated within a bi-weekly period as required.

Board members are entitled to receive only one honorarium, which will be based on their role: either the Board Member honorarium, the Committee Chair or Vice Board Chair honorarium or the Board Chair honorarium.

Any Board member on leave of absence from the Board for a period of ninety days consecutively or more will not be entitled to receive honoraria for that period of absence.

A Board member may opt to transfer all or any portion of their honoraria back to NorQuest College. An annual T4 is issued for honoraria, with hard copies mailed out by Payroll each year.

Honoraria Enrolment

Steps

1. Newly appointed Board members are to complete the Honoraria Enrolment Form provided by the Board Coordinator and, if applicable, attach their direct deposit information before submitting to the Board Coordinator.
2. The Board Coordinator advises NorQuest Payroll and Advanced Education, when applicable, to initiate payment of Honoraria. A copy of the Order in Council or Ministerial Order appointing the Board member is provided to confirm the commencement and appointment end dates.
3. The Board Coordinator advises Payroll when honoraria payments:
 - a) Cease due to a period of absence or when the appointment to the Board ends,
 - b) Recommence due to a return from a period of absence,

- c) Change resulting from a Board member's shift in position on the Board (e.g., transitioning from a Board member to a Committee Chair), or
- d) Are extended due to an appointment continuance.

An Honoraria Change Form and/or supporting documentation confirming the applicable dates is provided with each instance.

Waiving Honoraria or Gifting Honoraria to NorQuest College

Steps

1. Board members who choose to waive honoraria are required to submit a written request to the Board Coordinator.
2. Board members who choose to gift their honoraria to NorQuest College may indicate this on their Honoraria Enrolment Form or submit a written request to the Board Coordinator. Honoraria donated back to the college are recorded on their annual T4 as a charitable donation.

3. Definitions

Honoraria: refers to remuneration payments to Board members for the performance of their duties.

4. Related Information

NorQuest College

- [NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance](#)
- [Board of Governor's Policy No. 10 – Bylaws of the Board of Governors](#)
- Board Member Honoraria Enrolment Form (provided by the Board Coordinator)
- Board Member Honoraria Change Form (provided by the Board Coordinator)

External

- [Alberta Post-Secondary Learning Act SA2003 – Section 55 and 56](#)

5. Next Review Date

February 2029

This procedure will be reviewed at least once every four years.

6. Revision History

Date	Version	Action
February 2012	V1	New
March 2015	V2	Updated references
May 2015	V3	Updated – expenses content moved to separate procedure
February 2018	V4	Review and edited
February 2022	V5	Revised
February 2025	V6	Reviewed, updated to new template and updated content and removed Attachment A.