

SPECIAL POLICY COMMITTEE MEETING
AGENDA

Date: October 30, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Pages

1. Call to Order
 - 1.1 Opening Prayer (P. Marai)
2. Approvals
 - 2.1 Approval of Agenda
 - 2.2 Approval of Minutes
3. Action Items
 - 3.1 Policy I-45 Transparency and Accountability in Executive Compensation (P. Marai) 1 - 6
4. Discussion Items
5. Information Items
6. In-Camera
7. Motion to Excuse Absent Committee Members
8. Motion to Adjourn/Closing Prayer (P. Marai)

Special Policy Committee Meeting

Action Report

Policy I-45 Transparency and Accountability in Executive Compensation	Item 3.1
October 30, 2018	

Purpose

To provide for the consideration of the Policy Committee newly developed *Policy I-45 Transparency and Accountability in Executive Compensation*, for approval.

Commentary

At the October 17, 2017 Regular Board meeting, the following motion was unanimously carried.

BE IT RESOLVED, that the Halton Catholic District School Board develop an executive compensation policy by March 2018 that includes but is not limited to a framework of compensation for the Director and Executive Officers; and that provides Trustees with final approval on all changes to annual compensation.

Trustees met at the Dec. 12, 2017; February 27, 2018; April 10, 2018; May 8, 2018; June 12, 2018 and Sept 11, 2018 Policy Committee Meetings to discuss key points to be included; and have developed *Policy I-45 Transparency and Accountability in Executive Compensation* in response to the above resolution.

Policy I-45 Transparency and Accountability in Executive Compensation was forwarded for stakeholder consultation from September 19, 2018 – October 10, 2018. The results are attached as Appendix A.

Policy I-45 Transparency and Accountability in Executive Compensation was approved at second reading at the October 16, 2018 Regular Board Meeting.

Policy I-45 Transparency and Accountability in Executive Compensation is attached for review and consideration by the Policy Committee.

Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:
That , the Policy Committee recommends that <i>Policy I-45 Transparency and Accountability in Executive Compensation</i> , be forwarded, along with amendments, to the November 6, 2018 Regular Board Meeting for approval at third reading.

Report Prepared by: P. Marai
Chair of the Policy Committee

Report Submitted by: P. Marai
Chair of the Policy Committee

Transparency & Accountability in Executive Compensation	
Adopted:	Last Reviewed/Revised:
Next Scheduled Review:	
Associated Policies & Procedures:	

Purpose

The Halton Catholic District School Board (the “Board”) encourages practices that attract, retain, and reward high-performing employees who are effective at implementing the goals set out in the Board’s strategic plan.

Application and Scope

The policy applies to all compensation of ~~senior-designated~~ executives of the Board, as defined below.

References

Broader Public Sector Executive Compensation Act, 2014

Regulation 406/18: Compensation Framework

Definitions

Cash Compensation: ~~salaries and bonuses provided by reaching stated goals~~compensation that is the sum of salary and non-discretionary and discretionary payments, including, but not limited to, performance pay, incentive pay, bonuses, and allowances.

Non-Cash Compensation: includes health and dental insurance, group life insurance, long term disability and any other elements of compensation that are not cash compensation.-

Designated Executives: Director of Education and all Superintendents (academic, business and human resources)

Salary: compensation that is the fixed or ascertainable amount an executive is entitled to be paid for each pay period.



Performance-related pay: short-term incentive pay, long-term incentive pay, other re-earnable pay that is not provided as salary or as a raise in salary, and any other pay that is not salary or a raise in salary and that is provided in respect of an assessment of an executive's performance.

Principles

The HCDSB Board is cognizant of our responsibility to set reasonable executive compensation limits that are fiscally responsible and respect ratepayers.

The HCDSB Board recognizes the necessity of keeping executive compensation transparent.

The HCDSB Board believes executives must be held accountable for implementing the strategic plan of the Board.

Requirements

At all times, the Board will comply with the *Broader Public Sector Executive Compensation Act, 2014* (the "BPSECA") and the Regulations and Directives issued thereunder. All executive compensation is subject to and may be amended pursuant to the BPSECA as well as any other applicable legislation.

Eligible Compensation

Compensation of designated executives include are eligible to receive salary, benefits, and performance based pay and other elements of compensation as may be determined as decided by the Board, and to the extent permitted by applicable legislation.

Ineligible Types of Compensation

The following types of compensation are ineligible:

- i) Signing bonuses
- ii) Retention bonuses
- iii) Housing allowances
- iv) Car allowances
- v) Payments or other benefits provided in lieu of perquisites.
- vi) Insured benefits that are not generally provided to non-executive managers (i.e. managers that report directly to designated executives such as principals).
- vii) Termination payments, including payments in lieu of notice of termination, and severance payments that in total equal more than 24 times the average monthly salary of the designated executive.
- viii) Termination or severance payments that are payable in the event of termination for cause
- ix) Paid administrative leave.



~~ivx)~~ Payments in lieu of administrative leave.

The Executive Compensation Envelope

Changes to the executive compensation envelope shall go out for public consultation unless prohibited under the BPSECA and its Regulations and Directives.

Changes to the executive compensation envelope shall be approved by the Board unless prohibited under the BPSECA and its Regulations and Directives.

The distribution of the executive compensation envelope, shall be approved by the Board before being implemented by the Director of Education unless prohibited under the BPSECA and its Regulations and Directives.

Approvals of Contracts

Though the Director is solely responsible for the hiring of all superintendents, contracts will be approved by Trustees before being signed.

The contract of the Director of Education shall be approved by Trustees before being signed.

Salary Grids

The HCDSB may implement a salary grid for executives unless otherwise prohibited under the BPSECA and its Regulations and Directives.

The salary grid shall be approved by Trustees before being implemented.

~~The annual~~Any movements on the salary grid shall be reviewed and approved by the Board once a year, on the recommendation of the ~~D~~irector, only after the completion of the performance appraisal of all executives.

Annual Objectives

The Director will draft objectives for each superintendent on an annual basis, in line with the goals and objectives of the strategic plan. The Director will submit these objectives to the Board by the last meeting of each school year for approval by the Board, as an information item.

The Board will draft objectives for the Director on an annual basis, in line with the goals and objectives of the strategic plan. The Board will approve these objectives at the last meeting of each school year as an action item.

Performance Appraisal



The Director shall review the performance of superintendents, and shall submit a written formal in-camera report to Trustees, that outlines superintendent's performance against their objectives. This will come to Trustees as an ~~action item for approval~~ information item by the last meeting of each school year.

The Board shall review the performance of the Director that outlines the Director's performance against his/her objectives. This will come to Trustees as an action item for approval by the last meeting of each school year.

Transparency and Public Feedback

The Board will comply with its obligations in respect of reporting executive compensation, including by submitting executive compensation to the provincial government in accordance with the Public Sector Salary Disclosure Act, 1996.

The ~~HCDSB Board~~ will post all executive compensation on the public website by August 31st under a section entitled "Executive Compensation".

Trustees will be given a report on ~~the~~ Public Sector Salary Disclosure ~~Act~~ List, before it is submitted to the province.

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