

2017: B14

MEMORANDUM TO: Directors of Education
Senior Business Officials

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

DATE: December 4, 2017

SUBJECT: **Executive Compensation – Next Steps for Proposed
School Board Executive Compensation Programs**

The purpose of this memorandum is to provide an update on the development of proposed school board executive compensation programs and provide information on next steps. School boards should refer to the *Broader Public Sector Executive Compensation Framework* (O. Reg. 304/16), the *Broader Public Sector Executive Compensation Directive*, and the *Broader Public Sector Executive Compensation Guide* for complete information on their obligations respecting their proposed programs. Some of this information is highlighted below.

School boards must provide notification to the Ministry of Education of when they intend to post their proposed programs for public comment two days before posting. School boards are responsible for posting their proposed programs for a minimum of 30 days and addressing any relevant public feedback.

School boards must submit their proposed programs to the Minister, along with a summary of relevant public feedback and any changes made to the proposed program since the government completed its last review. The summary of relevant feedback should include:

- The total number of comments received;
- The number of comments that were generally supportive of the program and the number that were not;
- The names of any organizations that commented;
- A summary of any common themes; and,
- If necessary, what the school board did to address the feedback.

The Minister will review to determine if she will approve the comparators and the proposed maximum rate of increase for the executive salary and performance-related pay envelope. Boards will be notified in writing of the Minister's decision.

Upon approval by the Minister, each school board will determine whether to adopt its proposed program and post the finalized program on its public-facing website. The finalized program must be posted on the school board's website before it can be implemented.

The ministry reiterates its ongoing commitment to collaborate with the sector in order to finalize compensation programs that are fair, responsible, and recognize the work of all school board executives.

Thank you for your ongoing leadership and support.

Sincerely,

Original Signed by

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division