



Broader Public Sector Compensation Information Directive

Issued By: Management Board of Cabinet

Effective April 1, 2015

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Broader Public Sector Compensation Information Directive

1.0 INTRODUCTION

The Management Board of Cabinet (MBC) has issued this directive under the authority of the Broader Public Sector Executive Compensation Act, 2014 (the Act) to obtain compensation information from designated employers.¹

2.0 PURPOSE

The purpose of the Broader Public Sector Compensation Information Directive (the Directive) is to require every designated employer to provide information that MBC considers appropriate relating to compensation and any other payments that designated executives and other employees and office holders of the employer may be entitled to.

3.0 APPLICATION AND SCOPE

This directive applies to all designated employers under the Act, which includes:

1. Every hospital within the meaning of the Public Hospitals Act and the University of Ottawa Heart Institute/Institut de cardiologie de l'Université d'Ottawa.
2. Every board within the meaning of the Education Act.
3. Every university in Ontario and every college of applied arts and technology and post-secondary institution in Ontario whether or not affiliated with a university, the enrolments of which are counted for purposes of calculating annual operating grants and entitlements.
4. Hydro One Inc. and each of its subsidiaries.
5. Independent Electricity System Operator.
6. Ontario Power Generation Inc. and each of its subsidiaries.
7. Every community care access corporation within the meaning of the Community Care Access Corporations Act, 2001.
8. Every body prescribed as a public body under the Public Service of Ontario Act, 2006 that is not also prescribed as a Commission public body under that act. (This list is also set out in Appendix C)
9. The corporation known as Ornge, incorporated under the Canada Corporations Act on October 8, 2004 as Ontario Air Ambulance Services Co.
10. Subject to subsection 3(2) of the Act, every other authority, board, commission, committee, corporation, council, foundation or organization that may be prescribed by regulation.²

¹ As set out in the Act (s. 5, 25)

² As set out in the Act (s. 3(1))

4.0 PRINCIPLES

The Directive is based on two key principles:

a) Research and Analysis

Obtaining compensation information will support evidence-based solutions, including a benchmarking system, for the management of executive compensation in the broader public sector.

b) Long-Term Compensation Management

Obtaining compensation information will support a long-term approach to manage executive compensation in the broader public sector.

5.0 MANDATORY REQUIREMENTS

Every designated employer to which this directive applies shall comply with it. Designated employers shall provide compensation information as set out in this directive.

5.1 Submission of Compensation Information

Upon receipt of a written request from the Minister whose ministry funds, oversees or otherwise usually deals with the relevant designated employer or the Minister to whom the administration of the Act is assigned, designated employers shall submit compensation information to that Minister within the timeline specified in that request.

5.2 Format of Compensation Information

The Minister whose ministry funds, oversees or otherwise usually deals with the relevant designated employer or the Minister to whom the administration of the Act is assigned may request compensation information, which shall be provided as follows:

- a) Compensation information shall be provided, when requested, by completing and submitting the electronic template form entitled Broader Public Sector Compensation Information Questionnaire (see Appendix B). The form is available on the Ontario Central Forms Repository at www.forms.ssb.gov.on.ca.
- b) Any agreements between an employer and one or more employees or office holders relating to anything mentioned in subsection 5(2)(a) of the Act shall be provided by submitting copies of the requested agreements.
- c) Compensation policies, plans, guidelines, and programs shall be provided by submitting copies of the requested policies, plans, guidelines and programs.

- d) Compensation studies shall be provided by submitting copies of the requested studies.

6.0 DISCLOSURE OF COMPENSATION INFORMATION

Submitted compensation information may be disclosed to individuals who reasonably require the information in order to perform their duties and functions. These individuals include:

- a minister of the Crown,
- a person employed in the office of a minister,
- a person employed under Part III of the Public Service of Ontario Act, 2006, or
- a consultant or advisor retained to provide advice or services in relation to compensation matters.³

³ As set out in the Act (s. 5(5))

Appendix A – Terms and Definitions

Term	Definition
Compensation	Anything paid or provided, directly or indirectly, to or for the benefit of a person who performs duties and functions that entitle him or her to be paid, and includes salary, benefits, perquisites and all forms of non-discretionary and discretionary payments, as defined in Broader Public Sector Executive Compensation Act, 2014.
Compensation Information	Information that Management Board of Cabinet considers appropriate relating to compensation and any other payments that designated executives and other employees and office holders of the employer may be entitled to under the Broader Public Sector Executive Compensation Act, 2014, Section 5.
Designated Employer	An employer to which the Broader Public Sector Executive Compensation Act, 2014 applies under Section 3.
Designated Executive	An employee or office holder referred to in the Broader Public Sector Executive Compensation Act, 2014 under Subsection 4(1) or (2).

Appendix B – Broader Public Sector Compensation Information Questionnaire



Broader Public Sector Compensation Information Questionnaire

Provide information as required for each section. Refer to the section Definitions of Fields for additional instructions and assistance with completing the questionnaire.

This questionnaire consists of the following sections:

<p>A. Salary and Annual Incentive Pay</p>	<p>Provide information on salary and annual incentive pay for each incumbent of all designated executive positions under the <i>Broader Public Sector Executive Compensation Act, 2014</i> in this section.</p>
<p>B. Other Compensation Elements</p>	<p>Provide information on all other compensation elements (see section Definitions of Fields for examples) and the corresponding amounts for each incumbent of all designated executive positions under the <i>Broader Public Sector Executive Compensation Act, 2014</i> in this section. List the designated executive positions in the same order entered in the previous section.</p> <p>Include life and health benefits and pension arrangements not generally available to non-executive employees.</p>
<p>C. Compensation Structure</p>	<p>Provide information on the compensation structure for all designated executive positions under the <i>Broader Public Sector Executive Compensation Act, 2014</i> in this section. List the designated executive positions in the same order entered in the previous section.</p> <p>Provide incumbent information for Target Annual Incentive, Maximum Annual Incentive and Maximum Agreed Upon Severance.</p>
<p>D. Direct Reports Compensation</p>	<p>Provide information on the compensation structure of the highest paid non-executive managerial level, band or classification (e.g. Director, Manager, Senior Specialist, Principal, Lead, or any other managerial employee regardless of title) which directly reports to each designated executive position in the previous sections.</p> <p>For example, if three Directors report to a Chief Officer, the designated employer should provide compensation information for the highest paid Director classification.</p> <p>If designated executive positions directly report to other designated executive positions, include them in an assessment of the highest paid direct report.</p> <p>This information is being requested for information purposes only. Non-executive employees will not be subject to a compensation framework.</p>

Provide the contact information of the person completing this questionnaire.

Contact Information

Organization (Full Name)

Completed By	
First Name	Last Name

Job Title	Telephone Number	Fax Number
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Email Address

Address			
Unit Number	Street Number	Street Name	PO Box

City/Town	Province	Postal Code
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A. Salary and Annual Incentive Pay

Provide information on salary and annual incentive pay for each incumbent of all designated executive positions under the *Broader Public Sector Executive Compensation Act, 2014* in this section.

Full Job Title	Current Annual Base Salary (\$)	Actual Annual Incentive Paid (% of Salary)	Actual Annual Incentive Paid (\$)	Full Time Executive (Y/N)	Percentage of Full Time Equivalent (% of FTE)
E.g. President	220,000	7	15,400	Y	100

B. Other Compensation Elements

Provide information on all other compensation elements (see section Definitions of Fields for examples) and the corresponding amounts for each incumbent of all designated executive positions under the *Broader Public Sector Executive Compensation Act, 2014* in this section. List the designated executive positions in the same order entered in the previous section.

Include life and health benefits and pension arrangements not generally available to non-executive employees.

Full Job Title	Other Comp 1 (Type)	Amount 1	Other Comp 2 (Type)	Amount 2	Other Comp 3 (Type)	Amount 3	Other Comp 4 (Type)	Amount 4
E.g. President	Signing Bonus	25,000	Retention Bonus	20,000	Paid Leave	6 months	Long-term Incentive	20% of salary

D. Direct Reports Compensation

Provide information on the compensation structure of the highest paid non-executive managerial level, band or classification (e.g. Director, Manager, Senior Specialist, Principal, Lead, or any other managerial employee regardless of title) which directly reports to each designated executive position in the previous sections.

For example, if three Directors report to a Chief Officer, the designated employer should provide compensation information for the highest paid Director classification.

If designated executive positions directly report to other designated executive positions, include them in an assessment of the highest paid direct report.

This information is being requested for information purposes only. Non-executive employees will not be subject to a compensation framework.

Executive Job Title Reported in Previous Sections	Level, Band, or Classification of Direct Report	Job Rate (\$)	Salary Range Minimum (\$)	Salary Range Maximum (\$)	Eligible for Annual Incentive (Y/N)	Target Annual Incentive (% of Salary)	Maximum Annual Incentive (% of Salary)
E.g. President	Chief Officer	150,000	125,000	175,000	Y	7	10
E.g. Chief Financial Officer	Director	105,000	90,000	120,000	Y	5	5

Definitions of Fields	
Cover Page and Contact Information	
Complete contact information of the person completing the questionnaire in this section.	
A. Salary and Annual Incentive Pay	
Full Job Title	Provide the full job title for the designated executive position.
Current Annual Base Salary (\$)	Provide the current annual base salary of the designated executive.
Actual Annual Incentive Paid (% of Salary)	<p>This refers to short-term incentive, variable or performance pay, in addition to annual base salary, dependent on achieving pre-determined performance goals within a specified period. Performance goals may reflect organization performance, individual performance or any other measure.</p> <p>Provide the amount of annual incentive paid to the designated executive expressed as a percentage of annual base salary for the most recently completed fiscal year.</p> <p>Indicate "N/A" for Not Applicable if the designated executive was not eligible for an annual incentive in the most recently completed fiscal year.</p>
Actual Incentive Paid (\$)	<p>Provide the amount of short-term incentive, variable or performance pay paid to the designated executive for the most recently completed fiscal year.</p> <p>Indicate "N/A" for Not Applicable if the designated executive was not eligible for an annual incentive for the most recently completed fiscal year.</p>
Full Time Executive (Y/N)	<p>Provide information on whether the designated executive is compensated at a Full Time Equivalent (FTE) rate.</p> <p>Indicate "Y" if compensated at FTE rate.</p> <p>Indicate "N" if not compensated at FTE rate.</p>
Percentage of Full Time Equivalent (% of FTE)	Provide the percentage of the FTE position for which the designated executive is compensated.
B. Other Compensation Elements	
Full Job Title	Provide the full job titles in the order listed from the previous section.
Other compensation, though not limited to the following, could include:	
Car Benefit or Allowance (\$)	<p>This refers to the value of a car based benefits or allowance which may be in the form of non-cash or cash compensation.</p> <p>Provide the annual taxable car benefit or allowance the designated executive is eligible to receive.</p>
Executive Health Benefit (Y if applicable)	<p>This refers to an executive health benefit which is not generally available to non-executive employees. This includes enhanced premium sharing arrangements.</p> <p>Provide a "Y" if the designated executive position is eligible for an executive health benefit.</p> <p>If "Y", submit all policies, plans, guidelines and programs regarding any executive health benefit.</p>

Executive Life Benefit (Y if applicable)	<p>This refers to an executive life benefit which is not generally available to non-executive employees. This includes enhanced premium sharing arrangements.</p> <p>Provide a “Y” if the designated executive position is eligible for an executive life benefit.</p> <p>If “Y”, submit all policies, plans, guidelines and programs regarding any executive life benefit.</p>
Health Care Spending Account (\$)	<p>This refers to a maximum predetermined amount that can be used to pay for health and dental related expenses not covered by an employee health benefit plan.</p> <p>Provide the annual amount for a health care spending account that the designated executive is eligible to receive.</p>
Housing Benefit or Allowance (\$)	<p>This refers to the value of housing based benefit or allowance which may be in the form of non-cash or cash compensation.</p> <p>Provide the annual taxable amount of housing benefit or allowance the designated executive is eligible to receive.</p>
Loan (\$)	<p>This refers to the amount of a loan offered.</p> <p>Provide the maximum possible loan amount the designated executive is eligible to receive.</p> <p>Submit a copy of the terms and conditions of the loan.</p>
Long-term Incentives (% of Salary)	<p>This refers to incentive, variable or performance pay in addition to annual base salary dependent on achieving long-term (greater than one year) performance goals. Performance goals may reflect organization performance, individual performance or any other measure.</p> <p>Provide the amount of long-term incentive expressed as a percentage of annual base salary the designated executive is eligible for in the current or future fiscal year.</p>
Paid Leave (Specify # of Weeks)	<p>This refers to administrative, sabbatical, study, compensatory, or other leave with pay which could be received. The purpose of this leave would be to prepare to assume professional responsibilities or maintain or enhance professional competence, free from regular work duties, prior to returning to the same or another position with the same employer.</p> <p>Provide the maximum possible amount of paid leave, expressed in number of weeks, which could be received by the designated executive.</p>
Retention Bonus (\$)	<p>This refers to a cash payment provided which may be associated with the successful completion of a specified period of service.</p> <p>Provide the maximum possible retention bonus amount which could be received by the designated executive.</p>
Retirement Allowance (\$)	<p>This refers to cash payment provided upon retirement, usually dependent on years of service. This would be in addition to the maximum agreed upon severance as reported in Section A.</p> <p>Provide the maximum possible retirement allowance that the designated executive could be eligible for upon retirement.</p>
Signing Bonus (\$)	<p>This refers to a cash payment provided upon hire in the designated executive position.</p> <p>Provide any signing bonus which was provided upon hire to the designated executive.</p>

Supplemental Executive Retirement Plan (Y/N)	<p>This refers to a supplemental executive retirement plan arrangement which is not generally available to non-executive employees. This includes enhanced contributions and/or number of credited years of service to a registered pension plan.</p> <p>Provide a “Y” if the designated executive position is eligible for a supplemental executive retirement plan.</p> <p>If “Y”, submit all policies, plans, guidelines and programs regarding any supplemental executive retirement plans.</p>
Other Guaranteed Annual Income (\$)	Provide any other guaranteed annual income in addition to salary provided to the designated executive for the current fiscal year.
Other	Provide any additional compensation elements that an executive is eligible to receive.
C. Compensation Structure	
Full Job Title	Provide the full job titles in the order listed from the previous section.
Reports To	<p>Provide the full job title of the position which the designated executive position reports to in the organizational hierarchy.</p> <p>Indicate “Board” if the designated executive position reports directly to a Board of Directors.</p>
Job Rate (\$)	<p>This refers to the salary paid to a trained, experienced, and competent individual. It may be a salary point in a range, where salary above this point is reserved for well-above average performance. This could be the midpoint or maximum and is typically the benchmarked salary.</p> <p>Provide the job rate for the designated executive position.</p> <p>Indicate “N/A” for Not Applicable if there is no established job rate.</p>
Salary Range Minimum (\$)	<p>Provide the minimum annual base salary for the designated executive position.</p> <p>Indicate “N/A” for Not Applicable if there is no established salary range.</p>
Salary Range Maximum (\$)	<p>Provide the maximum annual base salary for the designated executive position.</p> <p>Indicate “N/A” for Not Applicable if there is no established salary range.</p>
Eligible for Annual Incentive (Y/N)	<p>This refers to short-term incentive, variable or performance pay, in addition to annual base salary, dependent on achieving pre-determined performance goals within a specified period. Performance goals may reflect organization performance, individual performance or any other measure.</p> <p>Provide a "Y" for Yes if the designated executive position is eligible for an annual incentive in the current fiscal year.</p> <p>Provide a “N” for No if the designated executive position is not eligible for an annual incentive in the current fiscal year.</p>
Target Annual Incentive (% of Salary)	<p>Provide the target short-term incentive, variable or performance pay expressed as a percentage of annual base salary.</p> <p>Indicate “N/A” for Not Applicable if the designated executive is not eligible for an annual incentive.</p>
Maximum Annual Incentive (% of Salary)	<p>Provide the maximum possible short-term incentive, variable or performance pay expressed as a percentage of annual base.</p> <p>Indicate “N/A” for Not Applicable if the designated executive is not eligible for an annual incentive.</p>

Maximum Agreed Upon Severance (# Months)	<p>Provide the maximum possible number of months of severance pay, agreed upon between the employer and executive, that the designated executive could receive upon termination without cause.</p> <p>Indicate "N/A" for Not Applicable if there is no maximum agreed upon between the employer and designated executive.</p>
D. Direct Reports Compensation	
Executive Job Title Reported in Previous Sections	Provide the full job titles in the order listed from the previous section.
Job Level, Band or Classification of Direct Report	Provide the internal job level, band or classification. For example, this could be a classification name or number grade in the organizational hierarchy.
Job Rate (\$)	<p>This refers to the salary paid to a trained, experienced, and competent individual. It may be a salary point in a range, where salary above this point is reserved for well-above average performance. This could be the midpoint or maximum and is typically the benchmarked salary.</p> <p>Provide the job rate for the job level, band or classification.</p> <p>If there is no formal job rate or salary range, provide actual base salary of the highest paid non-executive managerial position which directly reports to each executive position in the previous sections.</p>
Salary Range Minimum (\$)	<p>Provide the minimum annual base salary for the job level, band or classification.</p> <p>Indicate "N/A" for Not Applicable if there is no established salary range.</p>
Salary Range Maximum (\$)	<p>Provide the maximum annual base salary for the job level, band or classification.</p> <p>Indicate "N/A" for Not Applicable if there is no established salary range.</p>
Eligible for Annual Incentive (Y/N)	<p>This refers to short-term incentive, variable or performance pay, in addition to annual base salary, dependent on achieving pre-determined performance goals within a specified period. Performance goals may reflect organization performance, individual performance or any other measure.</p> <p>Provide a "Y" for Yes if the job level, band or classification is eligible for an annual incentive in the current fiscal year.</p> <p>Provide a "N" for No if the job level, band or classification is not eligible for an annual incentive in the current fiscal year.</p>
Target Annual Incentive (% of Salary)	<p>Provide the target short-term incentive, variable or performance pay expressed as a percentage of annual base salary in the current fiscal year.</p> <p>Indicate "N/A" for Not Applicable if the job level, band or classification is not eligible for an annual incentive.</p>
Maximum Annual Incentive (% of Salary)	<p>Provide the maximum possible short-term incentive, variable or performance pay expressed as a percentage of annual base salary in the current fiscal year.</p> <p>Indicate "N/A" for Not Applicable if the job level, band or classification is not eligible for an annual incentive.</p>

**Appendix C – List of Public Bodies* that are not also Commission Public Bodies
as set out in the Public Service of Ontario Act, 2006, O. Reg. 146/10 in effect on
April 1, 2015**

1. Agricorp
2. Alcohol and Gaming Commission of Ontario
3. Algonquin Forestry Authority
4. Cancer Care Ontario
5. Chiropody Review Committee
6. Dentistry Review Committee
7. Deposit Insurance Corporation of Ontario
8. eHealth Ontario
9. Fire Marshal's Public Fire Safety Council
10. HealthForceOntario Marketing and Recruitment Agency
11. Higher Education Quality Council of Ontario
12. Human Rights Legal Support Centre
13. Legal Aid Ontario
14. Liquor Control Board of Ontario
15. Local Health Integration Networks (14)
16. L'office des telecommunications educatives de langue francaise de l'ontario
17. McMichael Canadian Art Collection
18. Metrolinx
19. Metropolitan Toronto Convention Centre Corporation
20. Nawiinginokiima Forest Management Corporation
21. Niagara Parks Commission
22. Office of the Fairness Commissioner
23. Ontario Agency for Health Protection and Promotion
24. Ontario Education Communications Authority
25. Ontario Electricity Financial Corporation
26. Ontario Energy Board
27. Ontario Food Terminal Board
28. Ontario Health Quality Council
29. Ontario Immigrant Investor Corporation
30. Ontario Infrastructure and Lands Corporation
31. Ontario Lottery and Gaming Commission
32. Ontario Mental Health Foundation
33. Ontario Northland Transportation Commission
34. Ontario Public Service Pension Board
35. Ontario Racing Commission

36. Ontario Securities Commission
37. Ontario Trillium Foundation
38. Optometry Review Committee
39. Ottawa Convention Centre Corporation
40. Owen Sound Transportation Company Limited
41. Province of Ontario Council for the Arts
42. Provincial Judges Pension Board
43. Provincial Schools Authority
44. Royal Ontario Museum
45. Science North
46. Toronto Islands Residential Community Trust Corporation
47. Trillium Gift of Life Network
48. Walkerton Clean Water Centre
49. Workplace Safety and Insurance Appeals Tribunal
50. Workplace Safety and Insurance Board

Note: This list is for information purposes only and shall be read with O. Reg. 146/10, as amended from time to time. In the event of a conflict the list of public bodies which are not also Commission public bodies as set out in O. Reg. 146/10, as amended from time to time, will prevail.