



ALBERTA

Public Service Commission
Office of the Minister

Ministerial Order No. 09/2019

MINISTERIAL ORDER No. 09/2019

PUBLIC SERVICE COMMISSION PROVINCE OF ALBERTA

Reform of Agencies, Boards and Commissions Compensation Act

Reform of Agencies, Boards and Commissions Compensation Regulation, s. 8(2)(a)

MINISTERIAL GUIDELINES

I, Travis Toews, President of Treasury Board, Minister of Finance, pursuant to section 8(2)(a) of the *Reform of Agencies, Boards and Commissions Compensation Regulation*, do hereby:

1. Replace the Guidelines established under Ministerial Order 006/2018 with the Guidelines set out in the attached Appendix, effective January 1, 2020;
2. Rescind Ministerial Order 006/2018 effective January 1, 2020.

DATED this 18 day of December, 2019.

Travis Toews
President of Treasury Board, Minister of Finance

APPENDIX

Reform of Agencies, Boards and Commissions Compensation Act:

Under section 8(2)(a) of the *Reform of Agencies, Boards and Commissions Compensation Regulation*

Ministerial Guidelines

1. Interpretation

1.1 In these Guidelines,

- a) words have the same meaning as in the *Reform of Agencies, Boards and Commissions Compensation Regulation*, unless a contrary intention appears in these Guidelines;
- b) “executive or private medical benefits” means any form of benefit under which medical expenses are paid, other than group medical insurance, a health spending account or a benefit that is provided to all employees of the relevant public agency;
- c) “existing designated executive” means a person who was a designated executive on the date these Guidelines come into force;
- d) “health spending account” means a private health services plan as defined by the *Income Tax Act* (Canada);
- e) “relevant public agency” means the public agency in respect of which the position of the designated executive is listed in Schedule 1 of the *Reform of Agencies, Boards and Commissions Compensation Regulation*; and
- f) “senior management employees” means employees in the relevant public agency who exercise managerial functions and report directly to one or more designated executives of that public agency.

2. Health and Retirement Benefits

2.1 A public agency or the Crown, as the case may be, may provide health benefits, including group insurance for dental, medical and prescription drug costs, a health spending account, short and long-term disability benefits, and group life insurance plans, to a designated executive if the total annual cost to the public agency or the Crown, as the case may be, of all health benefits does not exceed 5 percent of the designated executive’s base salary.

2.2 Notwithstanding section 2.1, neither a public agency nor the Crown may provide

- a) a gym or fitness facility membership; or
- b) executive or private medical benefits,

to a designated executive.

2.3 A public agency or the Crown, as the case may be, may provide to a designated executive any form of retirement plan or benefit that is implemented before, on or after the effective date of these Guidelines if, at the time of implementation, there was an intention and reasonable expectation that the total cost to the public agency or the Crown would not be greater than if the designated executive were a participant in the Management Employees Pension Plan established by the *Public Sector Pension Plans Act* and a participant in the Supplementary Retirement Plan for Public Service Managers.

2.4 In lieu of a benefit referred to in sections 2.1 or 2.3, a public agency or the Crown, as the case may be, may pay to the designated executive an amount that:

- a) in the case of health benefits, does not exceed 5 percent of the designated executive's base salary; and
- b) in the case of a retirement plan or benefit, does not exceed 13.20 percent of the designated executive's base salary.

2.5 Despite section 2.4(b), that section does not apply where an existing designated executive continuing in the same position under the same contract, agreement or appointment, is receiving pay in lieu of a retirement plan or benefit that is consistent with a prior version of these Guidelines.

3. Relocation Expenses and Leave

3.1 A public agency or the Crown, as the case may be, may reimburse a designated executive for any expenses incurred as a result of relocating for which senior management employees would be reimbursed.

3.2 A public agency or the Crown, as the case may be, may provide up to 5 days leave with pay to a designated executive, if the designated executive is required to relocate:

- a) because the job location for the position of the designated executive changes; or
- b) to commence his or her position as a designated executive, if immediately prior to commencing that position the designated executive was an employee or appointee in the relevant public agency.

4. Reimbursement of other expenses

4.1 A public agency or the Crown, as the case may be, may reimburse a designated executive for expenses in accordance with the [Travel, Meal and Hospitality Expenses Directive \(Treasury Board Directive #1/2015\)](#), other than section 3(2) of that Directive, at a rate or amount that does not exceed that at which an employee as defined under the *Public Service Act* would be reimbursed.

5. Vehicle

5.1 A public agency or the Crown, as the case may be, may provide a vehicle for the use of a designated executive whose position is assigned to level 3 or above in Schedule 2 of the *Reform of Agencies, Boards and Commissions Compensation Regulation* if the total purchase price of the vehicle does not exceed, or in the case of a leased vehicle would not exceed, the maximum total purchase price of \$39,000.

5.2 Instead of providing the use of a vehicle under section 5.1, a public agency or the Crown, as the case may be, may provide a designated executive, whose position is assigned to level 3 or above in Schedule 2 of the *Reform of Agencies, Boards and Commissions Compensation Regulation*, with a vehicle allowance, in an amount that does not exceed \$6,000 per year.

5.3 Despite sections 5.1 and 5.2, those sections do not apply where an existing designated executive continuing in the same position under the same contract, agreement or appointment, is receiving a vehicle or vehicle allowance that is consistent with a prior version of these Guidelines.

6. Parking

6.1 A public agency or the Crown, as the case may be, may provide a designated executive with parking at the designated executive's primary work location.

7. Paid Holidays

7.1 A public agency or the Crown, as the case may be, may provide a designated executive with the same paid holidays as are provided to senior management employees.

8. Vacation Leave

8.1 In this section, "vacation leave" includes vacation supplement.

8.2 A public agency or the Crown, as the case may be, may provide a designated executive with vacation leave, pay in lieu of vacation leave, or any combination of vacation leave and pay in lieu of vacation leave, in an amount not exceeding 40 days per year.

8.3 Notwithstanding section 8.2, on the termination of the designated executive's employment contract or term of appointment, pay in lieu of vacation leave may be provided to the designated executive for all outstanding vacation leave.

9. General Leave Days

9.1 In this section, "general leave" includes illness leave, family illness leave, bereavement leave, personal leave, maternity, parental or adoption leave, and leave for attendance at a court or tribunal.

9.2 A public agency or the Crown, as the case may be, may provide a designated executive, with the same general leave entitlements as are provided to senior management employees.

10. Leave of Absence Without or With Pay

10.1 A public agency or the Crown, as the case may be, may provide a designated executive with a leave of absence, either with or without pay, if it is in the best interest of the relevant public agency or the Crown.

11. No Additional Benefits

11.1 Neither a public agency nor the Crown shall provide to a designated executive any benefit that is not expressly authorized by these Guidelines.

12. Coming into Force

12.1 These Guidelines, which replace all prior versions of these Guidelines, come into force on January 1, 2020.