

Unit 5, 2611 37 Ave NE Calgary, AB T1Y 5V7
Phone: 403-277-0425 / Fax: 403-277-7101

Compensation of Senior Managers Policy

1. Purpose

This policy outlines the framework for determining and managing senior management compensation at Kin-Dir Education Foundation. This policy is designed to ensure strict compliance with the Early Childhood Services Regulation (AR 126/2022) and the Superintendent of Schools Regulation (AR 98/2019) regarding salary caps and transparency. It ensures that compensation practices are transparent, equitable, fiscally responsible, and aligned with the organization's mission and governance standards.

2. Scope

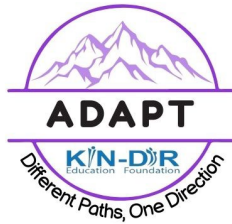
This policy applies to the following senior management positions:

- Chief Executive Officer (CEO)
- Director, Finance & Administration
- Program Manager

3. Guiding Principles

Senior manager compensation is guided by the following principles:

- **Compliance:** All compensation practices must comply with applicable legislation, funding requirements, and Board-approved policies. Compensation must never exceed the maximum thresholds set by the Government of Alberta for private ECS operators.
- **Fiscal responsibility:** Decisions must support the sustainable use of public funds.
- **Transparency:** Processes for determining compensation must be clear, documented, and reviewable.
- **Equity:** Compensation must be fair, consistent, and aligned with comparable roles in similar organizations.



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4. Roles and Responsibilities

4.1 Board of Directors

- Responsible for setting and approving the CEO's compensation, including salary, benefits, and any adjustments.
- Ensures the CEO's compensation does not exceed the maximum base salary applicable to a Level 2 board under the Superintendent of Schools Regulation.
- Reviews senior management compensation to ensure alignment with provincial regulations.

4.2 Chief Executive Officer (CEO)

- Recommends base salary adjustments for the Director, Finance & Administration and Program Manager
- Ensures that no bonuses, incentives, or unauthorized allowances are paid to any senior management staff.
- Ensures compensation practices comply with legislation and funding requirements.

5. Compensation Components & Restrictions

5.1 Base Salary Caps

In accordance with Section 22 to 32 of AR 126/2022:

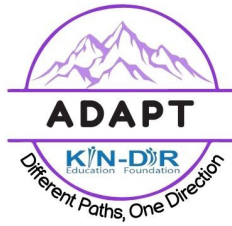
- The base salary of any senior management employee will not exceed the maximum base salary applicable to a Level 2 board as outlined in Schedule 1 of the *Superintendent of Schools Regulation*.
- Salaries are determined based on qualifications, responsibilities, and market data, provided they remain under the provincial cap.

5.2 Prohibition of Bonuses and Incentives

- No bonus, allowance, or other incentive will be paid to a senior management employee in addition to their base salary.
- Performance-based adjustments apply only to the annual base salary rate and must be documented.

5.3 Benefits and Allowances

- Standard benefits (e.g., health, dental, RRSP contributions) are provided as approved by the Board and within budget capacity.
- Allowances (such as professional development or travel) must be for direct business purposes, documented with receipts, and must not function as a "disguised" form of additional salary.



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6. Documentation and Audit Readiness

- Kin-Dir Education Foundation shall maintain a record of the rationale for all senior management salary levels, including the specific provincial salary grid used for comparison.
- All compensation decisions and contracts must be securely retained and available for inspection by Alberta Education.

7. Review of Policy

This policy is reviewed annually by the Board of Directors to ensure alignment with legislation, ECS standards, and organizational needs.