



May 24, 2020

Ms. Christina Zacharuk  
President & CEO  
Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

I confirm that the information contained in the attached report accurately states the executive compensation paid out in fiscal 2019-2020 and is in compliance with the compensation plans approved by PSEC.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Macnair', is written over a light blue horizontal line.

Randal Macnair, Chair  
Board of Governors  
College of the Rockies

Attach.

**College of the Rockies**  
**Total Compensation Philosophy**  
**Approved by Board of Governors April 2016**

## **Purpose and Rationale**

College of the Rockies total compensation programs are a tool to help the institution attract and retain qualified staff and are designed in a fiscally responsible manner in support of our Strategic Plan, Mission and Vision, with flexibility to respond to changing and unique circumstances.

The Guiding Principles for our total compensation programs are as follows:

**Performance** – Compensation programs support and promote a performance-based organizational culture and the College is exploring performance measures that provide an accurate measure of performance.

**Differentiation** – Differentiation of salary is supported where there are differences in the scope and breadth of the position within the institution and within the parameters of established job evaluation methods and approved pay bands.

**Accountability** – Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds in accordance with the Taxpayer Accountability Principles.

**Transparency** – Compensation programs are designed, managed and communicated in a manner that ensures the program is clearly understood by the employees and the public while protecting individual personal information, except where disclosure is required by government regulation, statute or policy.

**Sustainability** – Our total compensation programs are designed, administered and updated in a fiscally responsible manner that ensures that costs are affordable and sustainable over time and continue to meet the needs of the institution.

Our total compensation program includes four main elements:

## **Total Compensation**

### *Compensation*

The College strives to provide fair compensation, in the form of salary bands that recognize the scope and breadth of job responsibilities and the education and experience that employees bring to their roles.

### *Benefit and Pension*

The College provides an excellent benefit package to employees and their dependents during their employment and contributes to their pension plans. Benefits provided include: Medical Services Plan, Basic Life Insurance and Accidental Death and Dismemberment Insurance; Short and Long Term Disability; Extended Health and Dental.

### *Career Development*

The College provides support for skill and other career development activities through access to professional development funds as well as providing opportunities for career growth through challenging assignments, while supporting the College's Strategic Plan.

### *Work/Life*

The College provides appropriate programs to support recreational and other leisure activities to help employees balance their work and personal demands.

## **Comparator Groups**

Our core comparator group includes similar post -secondary and other public sector organizations in BC. For other jobs where talent may be needed from out of the province and jobs that require skills from specific industries or from outside of the public sector, a secondary comparator group may be used. Our total compensation programs are targeted at approximately the 50<sup>th</sup> percentile of our comparator group.

A multi-factor job evaluation program is utilized to guide and support internal equity and ensure positions are placed appropriately within the compensation structure.

## **Governance and Administration**

The Board of Governors is responsible for approving our overall compensation philosophy and programs in accordance with Government policy and legislation. The President and senior executive team is responsible for the day-to-day oversight and administration of the programs. Total compensation programs may be amended from time-to-time, as determined by the College, and as approved by the Board and the Minister.

College of the Rockies

Summary Compensation Table at 2020

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
David Walls, President	\$ 195,603	-	\$ 8,538	\$ 20,225	-	\$ 224,366	\$ 211,067	\$ 208,730
Patricia Bowron, Vice-President, Partnership and Advancement	\$ 111,438	-	\$ 9,283	\$ 11,515	\$ 4,991	\$ 137,227	\$ 156,362	
Laurie Calverley, Executive Director, Human Resources and Payroll	\$ 104,618	-	\$ 10,771	\$ 10,810	-	\$ 126,199		
Deborah M Carty, Acting Vice-President, Partnership and Advancement	\$ 88,536	-	\$ 10,450	\$ 9,148	-	\$ 108,134		
Robin Hicks, Vice-President, Academic & Applied Research	\$ 100,598	-	\$ 11,739	\$ 10,395	-	\$ 122,732		
Dianne Teslak, Vice-President, Finance and Corporate Affairs	\$ 140,985	-	\$ 12,123	\$ 14,570	-	\$ 167,678	\$ 156,359	

Summary Other Compensation Table at 2020

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
David Walls, President	-	-	-	-	-	-	-
Patricia Bowron, Vice-President, Partnership and Advancement	\$ 4,991	-	\$ 4,991	-	-	-	-
Laurie Calverley, Executive Director, Human Resources and Payroll	-	-	-	-	-	-	-
Deborah M Carty, Acting Vice-President, Partnership and Advancement	-	-	-	-	-	-	-
Robin Hicks, Vice-President, Academic & Applied Research	-	-	-	-	-	-	-
Dianne Teslak, Vice-President, Finance and Corporate Affairs	-	-	-	-	-	-	-

Notes

David Walls, President	<b>General Note:</b> In May 2019 a salary increase was approved. 5% increase in annual salary to \$193,056 effective September 1, 2018 and a 5% increase in annual salary to \$202,709 effective September 1, 2019. Retroactive pay was paid from September 2018 to March 2019 in the amount of \$5,363.
Patricia Bowron, Vice-President, Partnership and Advancement	<b>General Note:</b> In July 2019 a salary increase was approved. 5% increase in annual salary to \$139,026 effective January 1, 2019 and a 8% increase in annual salary to \$150,148 effective September 1, 2019. Retroactive pay was paid from January 2019 to March 2019 in the amount of \$ 1,654.98. Patricia left for a new position in Saskatchewan in January 2020.
Laurie Calverley, Executive Director, Human Resources and Payroll	<b>General Note:</b> Hired after previous Executive Director, Human Resources & Payroll left employment at the end of May 2019. Laurie's start date was June 3, 2019.
Deborah M Carty, Acting Vice-President, Partnership and Advancement	<b>General Note:</b> Appointed Acting VP, Partnership and Advancement January 6, 2020. Prior to this date, the individual was in the role of Executive Director, Marketing and Communications - her start date in this position was August 6, 2019. The salary reported reflects the total amount paid as VP, Partnership & Advancement and Exec Dir, Marketing & Communications in this fiscal year.
Robin Hicks, Vice-President, Academic & Applied Research	<b>General Note:</b> Before Robin's hire, the College had an Acting VP, Academic & Applied Research in the position with decision making powers, but did not meet the threshold of \$125K annualized base salary. Start date for Robin's position was September 3, 2019
Dianne Teslak, Vice-President, Finance and Corporate Affairs	<b>General Note:</b> In July 2019 a salary increase was approved. 5% increase in annual salary to \$139,026 effective January 1, 2019 and a 8% increase in annual salary to \$150,148 effective September 1, 2019. Retroactive pay was paid from January 2019 to March 2019 in the amount of \$ 1,654.98.