



May 4, 2021

CEO & President of Public Sector Employers' Council Secretariat  
2<sup>nd</sup> Floor, 880 Douglas St  
Victoria, B.C.  
V8W 2B7

**Subject:           Attestation - Compensation Policy Compliance**

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As the Chair of the Okanagan College Board of Governors, I can confirm that the Board is aware of the executive compensation paid in fiscal 2020/2021 and that Okanagan College is in compliance with:

- 1) The Okanagan College PSEC approved compensation plan; and,
- 2) The Accountable Compensation Direction

Sincerely,

A handwritten signature in black ink, appearing to read "G. Morgan", with a stylized, flowing script.

Gloria Morgan

Chair, Board of Governors



**OKANAGAN COLLEGE**  
**Executive Compensation Disclosure Statement for 2020/2021**  
**Prepared: May 4, 2021**

The following report provides an accurate representation of all compensation provided to all employees whose base salary was \$125,000 or greater in the fiscal year 2020/2021.

**Compensation Philosophy:**

Okanagan College provides exempt employees with a total compensation program that is designed to attract and retain qualified staff. The program aligns with the College's Mission, Vision and Values.

The College's subscribes to the following guiding principles:

1. Performance – compensation programs support and promote a performance based organizational culture.
2. Differentiation - salary differentiation is supported where there are differences in the scope of the position within the College, and/or due to superior individual or team contributions.
3. Accountability - compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
4. Transparency – compensation programs are designed, managed and communicated in a manner that ensures the programs are clearly understood by employees and the public while protecting personal information.

Exempt compensation is targeted at approximately the 50th percentile (median) of the core BC post-secondary and public sector comparator groups. The College's core comparator group includes similar post-secondary and other public sector organizations in British Columbia. When considering other public sector organizations, emphasis will be given to those within the BC Public Service. A secondary comparator group may be used in certain circumstances. The relative scope, responsibilities, and complexities of jobs are considered to ensure compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of the work is fairly recognized.

The compensation program is fiscally responsible and ensures that costs are affordable and sustainable over time.

**Total Compensation:**

The College's Total compensation program includes four main elements:

1. Compensation - fair and equitable compensation based on the scope and breadth of job responsibilities and the education, experience and competencies the employee brings to the position.
2. Benefits - pension and group benefit programs for the well-being of employees and their families.
3. Career Development - support for skill, professional and career development.
4. Work/Life Balance – paid/unpaid leave and other programs to help employees balance their work and personal demands, as well as community service roles.

Total compensation programs may be amended from time to time, as determined by the College, and as approved by the Government. For the purposes of this report, total compensation includes: base salary, performance pay, pension, group insurance benefits and other perquisites (e.g. RRSP).

**Process:**

**President:** The President's performance management and compensation is the responsibility of the Presidential Review Committee under the leadership of the Board Chair. This Committee is led by the Board Chair, the Board Vice Chair and the Chair of the Human Resource Committee. This Committee is responsible for conducting the President's annual performance evaluation, establishing goals for the coming year and making recommendations to the full Board on any changes to the compensation. Any changes to compensation are in alignment with the guidelines set forth by the Public Sectors Employee Council (PSEC).

The annual process involves (1) annual performance evaluation (performance on previous year's goals, including self-assessment by President, survey of Board members and assessment by Committee), (2) establishment of new goals for forthcoming years including actions, performance measures, targets and constraints and discussion of any changes to compensation package, and (3) the Sub-Committee produces a report on the evaluation, compensation recommendations and the draft President's goals for the upcoming year. Board considers and approves the recommendation(s).

**Vice-Presidents:** The President is responsible for the performance management of the Vice Presidents, which includes setting annual goals including measurements and targets. Any changes in compensation are in alignment with the framework put forth by PSEA.

**Relation of Goals to Compensation:** Compensation change is dependent on performance in meeting previous year's performance measures and targets, including AEST enrolment targets and institutional budget.

**Performance Pay:** Performance increases were provided for the 2020/2021 year that are in alignment with the Provincial Excluded Compensation Framework.

Sincerely,



Chair, Board of Governors

Attached: 2020-21 Compensation Table

Okanagan College

Summary Compensation Table at 2021

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2020/2021 Total Compensation	Previous Two Years Totals Total Compensation	
							2019/2020	2018/2019
James Hamilton, President	\$ 213,969	-	\$ 7,950	\$ 22,124	\$ 251,450	\$ 495,493	\$ 249,030	\$ 239,182
Allan D Coyle, Interim VP, Students	\$ 66,185	-	\$ 3,118	\$ 6,843	-	\$ 76,146	\$ 181,052	
Andrew Hay, Provost & Vice President, Academic	\$ 203,141	-	\$ 9,755	\$ 21,005	\$ 6,073	\$ 239,974	\$ 204,824	\$ 182,975
Curtis Morcom, Vice President, Employee & Corporate Services	\$ 187,116	-	\$ 9,479	\$ 19,348	\$ 6,073	\$ 222,016	\$ 212,136	\$ 129,838
Meri Kim Oliver, Vice President, Students	\$ 128,765	-	\$ 11,611	\$ 13,314	\$ 4,019	\$ 157,709		

Summary Other Compensation Table at 2021

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
James Hamilton, President	\$ 251,450	-	\$ 24,880	-	\$ 7,027	-	\$ 219,543
Allan D Coyle, Interim VP, Students	-	-	-	-	-	-	-
Andrew Hay, Provost & Vice President, Academic	\$ 6,073	-	-	-	\$ 6,023	-	\$ 50
Curtis Morcom, Vice President, Employee & Corporate Services	\$ 6,073	-	-	-	\$ 6,023	-	\$ 50
Meri Kim Oliver, Vice President, Students	\$ 4,019	-	-	-	\$ 3,969	-	\$ 50

Notes

James Hamilton, President	<p><b>General Note:</b> Per the Senior Manager's Policy, the final payout for Jim includes a retiring allowances of 6 months salary, based on more than 10 years of service, as well as a payout of 60 days sick leave, accrued prior to 2002. Beginning in 2004, the President's contract included a provision for benefits and related expenses equivalent to 25% of his compensation. This provision was used to cover the cost of benefits such as Health, Dental, Pension, Employment Insurance premiums, plus other optional items including RRSP contributions, charitable donations, membership and a health care spending account. Any unused portion was available for use in future years or as part of the final taxable payout upon retirement at March 31, 2021 Amounts included in the usage for 20/21 are RRSP \$20,000; Health Care spending account \$1,091; cell phone \$100; EI rebate \$50. Donations made through the 25% provision were not payments made directly to the President, but processed through payroll and directed to the Charity of his choosing. The Donation amount is included in the President's taxable income to be offset by the Charitable tax receipt. He would be eligible for a tax credit up to 29% Federally and 20.5% Provincially on the donation made for this fiscal year which totaled \$9,750.</p> <p><b>Other Note:</b> Retirement allowance \$107,814; Banked sick leave pre-Dec 31 2002 \$49,760; RRSP \$20,000; Health Care spending account \$1,091; cell phone \$100; EI rebate \$50; 25% Benefit residual accumulated since 2004 \$40,728.</p>
Allan D Coyle, Interim VP, Students	<p><b>General Note:</b> Okanagan College provided a 2% performance based increase effective April 1, 2020 for the 2019 performance year. Alan Coyle is being reported for continuity purposes for fiscal 2020/2021. This will be the last year of reporting this position.</p>
Andrew Hay, Provost & Vice President, Academic	<p><b>General Note:</b> This is the first full year in this role for Andrew Hay. As the executive freeze was implemented on August31, 2020, the executives at Okanagan College will forgo standard performance based increases for the 2020/21 performance year.</p> <p><b>Other Note:</b> EI Rebate</p>
Curtis Morcom, Vice President, Employee & Corporate Services	<p><b>General Note:</b> Okanagan College provided a 5% performance based increase effective July 1, 2020 for the 2019/2020 performance year. As the executive freeze was implemented on August31, 2020, the executives at Okanagan College will forgo standard performance based increases for the 2020/21 performance year.</p> <p><b>Other Note:</b> EI Rebate</p>
Meri Kim Oliver, Vice President, Students	<p><b>General Note:</b> Okanagan College hired Meri Kim Oliver on August 4, 2020 as Vice President, Students, replacing Alan Coyle who held the role in the Interim.. As the executive freeze was implemented on August 31, 2020, the executives at Okanagan College will forgo standard performance based increases for the 2020/21 performance year.</p> <p><b>Other Note:</b> EI Rebate</p>