



ATTESTATION LETTER FROM BOARD CHAIR OR DESIGNATE

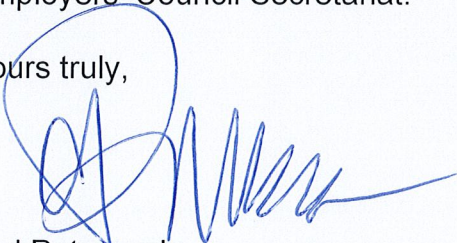
September 27, 2022

Mr. John Davison
President and CEO
Public Sector Employers' Council Secretariat
Suite 201, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Mr. Davison:

This will confirm that the Board of Education of School District No.27 (Cariboo-Chilcotin) is aware of the total compensation paid to executive staff during the 2021-2022 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and reported to the Public Sector Employers' Council Secretariat.

Yours truly,



Ciel Patenaude
Board Chair



Public Sector Executive Compensation Disclosure Report 2021-2022 School District No. 27 (Cariboo-Chilcotin)

The Board of Education encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees who are critical to the delivery of quality public education programs to students in School District No. 27 (Cariboo-Chilcotin).

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

Compensation Philosophy

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

Compensation mandates/direction facilitated by the Public Sector Employers' Council Secretariat (PSEC Secretariat) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). The total rewards compensation program further integrates with plans that establish the board of education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of qualified, experienced, motivated and high-potential employees who are committed to the board's overarching goal of delivering a high quality public education experience to BC students.

Inherent in the compensation philosophy are the following core principles:

- **Performance:** The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.
- **Differentiation:** Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.
- **Accountability:** Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.

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- Transparency: The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

Labour Market Comparators

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, “labour market” is defined in the BCPSEA sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market)
4. Selected private sector organizations where relevant.

The Board’s executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province’s 60 public school districts in alignment with each district’s relevant comparator labour market and internal organizational structure. This approach includes:

- Consideration of all components of the total rewards model.
- Consideration of the relevant labour market for compensation comparison purposes.
- Linking pay ranges to neutral, relevant factors (e.g., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).



- Ensuring appropriate relationships exist between positions in the district's organizational hierarchy.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board's total compensation package for executive/senior management staff is comprised of the following elements.

Cash Compensation

Total cash compensation includes annual base salary and monthly vehicle allowance or employer provided vehicle.

- **Annual base salary**

Annual base salary is considered in the context of the total compensation package.

- **Vehicle provisions**

Due to the diverse geography of the district and the need to visit schools and other district worksites, the Board provides a monthly vehicle allowance to the Superintendent and other senior management positions. The monthly vehicle allowance is set at a level competitive with the vehicle allowances provided to Superintendents and other senior managers in districts of similar size and geography.

Non-cash Compensation

The non-cash elements of the total compensation package include:

- **Health and welfare benefits**, such as basic medical, extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.
- **Pension benefits** — executive/senior management employees are enrolled in either the Teachers' Pension Plan or the Municipal Pension Plan.
- **Paid time off**, including an annual vacation entitlement of 45/40 days. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is not permitted. If, however, the individual employment contract does allow for carry forward of unused accumulated vacation, then such vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.

Further, executive/senior management employees receive 10 days of paid time off annually, in addition to annual vacation entitlement, in recognition of attendance at meetings during evenings and weekends. This time must be used in full and may not be paid out or carried forward.

Compensation Administration

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established for the provincial public sector by the PSEC Secretariat.

▪ Annual base salary administration

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board of Education and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package is not required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

▪ **BC Public Sector Executive Compensation Freeze Policy: 2020-2021 Performance Year**

Further to BCPSEA *Exempt Staff Issues* bulletin [No. 2020-04](#) dated August 31, 2020, as directed by the Minister of Finance in her letter dated August 31, BCPSEA amended the exempt staff compensation management plan for the K-12 public education sector ([BCPSEA Policy 95-06](#), *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*, "...to indicate there will be no increases or adjustments paid to executive-level employees for the 2020/21 performance year."

As increases in recognition of the 2020/21 performance year would be implemented during the current July 1, 2021 – June 30, 2022 reporting year, no performance-based salary adjustments were permitted for the following positions affected by the policy:

- Secretary Treasurer

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- Assistant Superintendent.

In acknowledging that boards of education in the K-12 public education sector have sole purview to determine compensation decisions for the position of Superintendent of Schools, in her August 31, 2020 letter, the Minister stated as follows:

“I am confident that Boards will see the value in ensuring this policy direction is applied equitably across all executive positions in the school system and that Superintendent compensation will, like other executives in the public sector, not be increased during this time.”

Accountability

Underlying the Board’s compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- the BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.
- compensation mandates/direction facilitated by the PSEC Secretariat from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.



In-Camera Meeting of the Board of Education
School District No. 27 (Cariboo-Chilcotin)

May 25, 2021

4:30 p.m. – School District Office

1. Acknowledgement that the meeting is being held on the traditional and unceded territory of the Northern Secwepemc People.

- 1.1. Call to Order

2. Agenda and Minutes

- 2.1. Approval of Agenda

THAT the agenda of the May 25, 2021 In-Camera Meeting of the Board of Education be approved as presented.

- 2.2. [Adoption of Minutes](#)

THAT the minutes of the April 27, 2021 In-Camera Meeting of the Board of Education be approved as presented.

3. Action Items

- 3.1. [Bargaining Unit Increases](#)

THAT the Board of Education approve a salary increase for the Superintendent of Schools equivalent to that of the bargaining units and excluded staff.

4. Discussion Items

- 4.1. [Properties – Request for Offers](#)

- 4.1.1. [Chezacut](#)

- 4.1.2. [Sharpe Lake](#)

THAT the Board of Education authorize staff to proceed with the Request for Offers Process for Sharpe Lake and Chezacut Properties as outlined.

- 4.2. [Property Update](#)

- 4.3. [Personnel Issue](#)

THAT the Board of Education deny/approve the appeal of Mr. Vincent Collins and direct staff to issue an appropriate reply.

5. Information Items

5.1. [Staffing Update](#)

5.2. [District Risk Management](#)

5.3. [Lessons Learned](#)

6. Adjournment

THAT the closed meeting of the Board of Education be adjourned at _____ p.m.



Closed Board Meeting of the Board of Education
School District No. 27 (Cariboo-Chilcotin)

MINUTES

September 28, 2021
Board Office – Board Room

Trustees Present	Ciel Patenaude Anne Kohut Willow Macdonald Alexis Walch
Trustees on Teams	Angie Delainey Linda Martens Mary Forbes
Staff Present	Chris van der Mark, Superintendent of Schools Acting Secretary-Treasurer (joined at 4:28) Cheryl Lenardon, Assistant Superintendent of Schools Sean Cameron, Director of Instruction Dean Coder, Director of Instruction Cathy van der Mark, Director of Instruction Patrick McCarron, Manager of Facilities & Transportation Taryn Aumond, Director of Human Resources Barrett Gaunce, Acting Assistant Secretary-Treasurer Carrie Pratt, Executive Assistant

1. Opening by Chair

1.1. Call to Order

Board Vice-Chair called the meeting to order at 4:13 p.m. and acknowledged that the meeting was being held on the traditional and unceded territory of the Northern Secwepemc (Shuswap) People.

Appointment of Secretary-Treasurer

THAT Cheryl Lenardon be appointed Secretary-Treasurer until the Acting Secretary-Treasurer joins the meeting.

C2021.09.28.01

Moved: Trustee Macdonald
Seconded: Trustee Kohut

CARRIED

2. Agenda and Minutes

2.1. Approval of Agenda

THAT the agenda of the September 28, 2021 In-Camera Meeting of the Board of Education be approved as presented.

C2021.09.28-02

Moved: Trustee Kohut
Seconded: Trustee Walch
CARRIED

2.2. Adoption of Minutes

THAT the minutes of the June 22, 2021 In-Camera Meeting of the Board of Education be approved as presented.

C2021.09.28-03

Moved: Trustee Walch
Seconded: Trustee Kohut
CARRIED

3. Action Items

3.1. Surplus Property Update

Acting Secretary-Treasurer van der Mark provided information on surplus properties.

3.2. Superintendent | Secretary-Treasurer Compensation

THAT the Board of Education approves a 20% salary increase from July 1 – December 31, 2021 for the Acting Secretary-Treasurer.

C2021.09.28-04

Moved: Trustee Macdonald
Seconded: Trustee Walch
CARRIED

4. Discussion Items

4.1. Staffing Update

Superintendent van der Mark provided a general staffing update.

Trustee Walch left the meeting at 4:55 p.m.

4.2. Personnel Issue

The Board discussed a confidential personnel issue.

Trustee Walch returned to the meeting at 5:23 p.m.

4.3. Whispering Pines Trailer Park

The Board received information regarding Whispering Pines and property at Anahim Lake.

5. Information Items

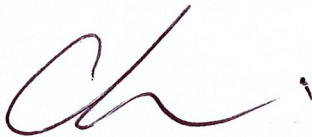
5.1. 2020 – 2021 Executive Compensation Disclosure Report

5.2. Board Self-Evaluation

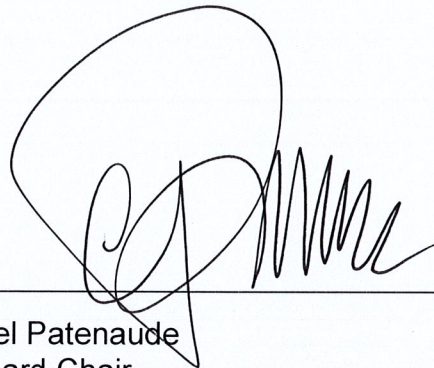
The Board reviewed the Self-Evaluation Document and recommended edits before posting the document to the website.

6. Adjournment

The meeting adjourned at 5:47 p.m.



Chris van der Mark
Acting Secretary-Treasurer



Ciel Patenaude
Board Chair

10-1-77

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School District 27 (Cariboo-Chilcotin)

Summary Compensation Table at 2022

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2021/2022 Total Compensation	Previous Two Years Totals Total Compensation	
							2020/2021	2019/2020
Christopher A van der Mark, Superintendent of Schools	\$ 243,675	-	\$ 19,399	\$ 27,535	\$ 33,816	\$ 324,425	\$ 258,281	\$ 254,927
Norine T Durban, Secretary-Treasurer	\$ 13,324	-	\$ 1,403	\$ 1,295	\$ 19,561	\$ 35,583	\$ 201,390	\$ 185,612
Cheryl Lenardon, Assistant Superintendent of Schools	\$ 164,988	-	\$ 17,633	\$ 18,643	\$ 33,803	\$ 235,067	\$ 204,750	
Harinder Singh, Secretary-Treasurer	\$ 49,439	-	\$ 8,210	\$ 4,602	\$ 4,702	\$ 66,953		

Summary Other Compensation Table at 2022

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Christopher A van der Mark, Superintendent of Schools	\$ 33,816	-	\$ 26,856	-	\$ 6,960	-	-
Norine T Durban, Secretary-Treasurer	\$ 19,561	-	\$ 19,561	-	-	-	-
Cheryl Lenardon, Assistant Superintendent of Schools	\$ 33,803	-	\$ 26,843	-	\$ 6,960	-	-
Harinder Singh, Secretary-Treasurer	\$ 4,702	-	\$ 4,702	-	-	-	-

Notes

Christopher A van der Mark, Superintendent of Schools	General Note: SD27 provided a 2% performance-based increase effective July 1, 2021 for the 2021/22 performance year. In addition The Board of SD27 provided an increase of 20% to the base salary in recognition of the additional duties of Acting Secretary-Treasurer in the absence of a Secretary-Treasurer. The Board approved the increase on September 28, 2021 for a 6 month period of July 1, 2021 to December 31, 2021 while the District sought to hire a Secretary-Treasurer
Norine T Durban, Secretary-Treasurer	General Note: This position met criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year. Employee retired July 31, 2021.
Cheryl Lenardon, Assistant Superintendent of Schools	General Note: This position met criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year.
Harinder Singh, Secretary-Treasurer	General Note: New hire March 1, 2022. Resigned June 30, 2022.