



SFU

BOARD OF GOVERNORS

Simon Fraser University
8888 University Drive
Burnaby BC V5A 1S6
Canada

tel 778.782.4644
fax 778.782.4860

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May 30, 2013

BY EMAIL: Kindree.Draper@gov.bc.ca

Public Sector Employers' Council
c/o Corporate Relations Manager
Victoria, British Columbia

Attention: Kindree Draper

Dear Sirs/Mesdames:

Re: Attestation for 2012-2013 Compensation Report

This letter is to attest that the Board of Governors of Simon Fraser University has been made aware of the executive compensation paid in the prior fiscal year and is verifying that the compensation provided, and as set out in the SFU Public Sector Executive Compensation Reporting Framework for Fiscal Year 2012-2013 (copy attached), was within the University's approved compensation plan.

Yours truly,

Brian E. Taylor
Board Chair

attachment

SIMON FRASER UNIVERSITY

Public Sector Executive Compensation Reporting Framework

Bill 33

Part I – Summary Compensation Table – Fiscal Year 2012-2013

Name and Position (a)	Salary (b)	Bonus and / or Incentive Plan Compensation (c)	Pension (d)	Benefits (e)	All Other Compensation	2012/13 Total	Previous Two Years Totals	
							2011 / 12	2010 / 11
Andrew Petter, President and Vice-Chancellor	\$ 328,870	\$ 33,000	\$ 32,468	\$ 13,331	Car Allowance = \$7,175.48 Housing = \$26,510.38** Leave = \$39,165.07*	\$ 480,520	\$ 490,162	\$ 286,417 (1)
Philip Steenkamp, Vice-President, External Relations	\$ 241,485	-	\$ 36,947***	\$ 12,065	Car Allowance = \$7,012.98	\$ 297,510	N/A	N/A
Mario Pinto, Vice-President, Research	\$ 225,091	-	\$ 22,090	\$ 11,420	Car Allowance = \$7,012.98 Leave = \$18,409.20*	\$ 284,023	\$ 278,627	\$ 273,336
Pat Hibbitts, Vice-President, Finance & Administration	\$ 219,240	-	\$ 33,544***	\$ 11,047	Car Allowance = \$7,012.98 Vacation = \$10,075.92	\$ 280,920	\$ 270,478	\$ 255,731
Jonathan Driver, Vice-President, Academic & Provost	\$ 221,155	-	\$ 21,696	\$ 11,348	Car Allowance = \$7,012.98* Leave = \$17,621.95*	\$ 278,833	\$ 273,267	\$ 267,737

* Accrued academic leave to be taken post appointment

**On campus presidential residence

***Defined Benefit Plan – actuarial estimate of pension earned

(1) Salary reflects partial year (President Petter appointed September 1, 2010)

Part II Executive Compensation Policy B 10.08

A. POLICY

The guiding principles of the compensation program for executive officers of Simon Fraser University are as follows:

1. General Principles

1.1 Compensation levels must achieve a balance between fair value for work and the University's ability to pay.

1.2 Compensation levels reflect a measurement of job worth based on a composite of the skill, effort, responsibility and working conditions required to perform the work.

1.3 Compensation levels must be competitive within the external market from which it recruits. The external market includes local, provincial and national public and private sector employers, including similar positions at other North American universities.

2. Relationship to Performance

Other than general salary increases, adjustments to compensation are based on clearly defined individual and organizational goals that are reviewed annually.

3. Compliance with Legal Obligations

Compensation policy and practices comply with the statutory obligations of the *Employment Standards Act*, the *Human Rights Act*, the *Public Sector Employers Act* and any other employment related legislation.

4. Compensation on Termination

There is no notice or pay in lieu of notice for termination from the University for cause. When an executive officer is required to discontinue his/her appointment for any reason other than cause and returns to his/her former position within the University, no notice or pay in lieu of notice is paid. Termination of employment from the University for reasons other than cause will be compensated consistent with the *Public Sector Employers Act*, the *Employment Termination Standards Regulations* and prevailing legal values for executive termination.

The maximum amount of notice upon termination without cause for executive officers (non-inclusive of vacation owed) is eighteen months as prescribed by the Employment Termination Standards regulation (B.C. Reg. 379/97). Factors considered as part of the guideline include age, employability and length of service. In addition, up to one year of out-placement counseling service is paid for by Simon Fraser University. The President and Vice-Chancellor may approve arrangements for the orderly transition of benefit coverage on an individual case-by-case basis. Where there is a Board-approved contract addressing termination arrangements with an executive officer, the contract provisions will apply.

5. Conflict of Interest

Consistent with Policy GP37 Conflict of Interest, compensation decisions are made free of conflict of interest.

6. Full Disclosure

Simon Fraser University makes regular and full public disclosure of the compensation of each executive officer.

7. Business Expenses

Business expenses are governed by the Administrative policy for travel and business expenses ([AD 3-2 Travel and Business Expenses](#)).

B. PROCEDURE SUMMARY

Compensation for executive officers is based on the preceding guidelines and is recommended for approval to the Compensation Committee of the Board of Governors. Final approval rests with the Board of Governors.

DEFINITIONS

Compensation: means salary and other forms of cash payments (including stipends and allowances), vacation, leaves with pay, employer-paid benefits, loans, vehicle use, car allowances, housing, tuition waivers, professional fees and any other benefit received by an executive officer from Simon Fraser University.

Executive Officer: means the President and Vice-Chancellor, the Vice-Presidents, Associate Vice-Presidents and Deans.

APPENDIX

Performance Reviews and Salary Advancement for Vice-Presidents and Deans

Principle:

A performance review and salary advancement process provides a mechanism for accountability and career advancement.

Process:

1. Vice-Presidents and Deans will submit annual goals and objectives for each academic year beginning September 1st.
2. The performance of each Vice-President and Dean will be reviewed each year in July in relation to that year's goals and objectives. When evaluating a Dean, the Vice-President, Academic will consult the Chairs in that Faculty or their equivalent. When a Vice-President or Associate Vice-President is being evaluated, the Deans or their equivalent will be consulted. Based on the results of this annual review, the President, in consultation with the responsible Vice-President as appropriate, shall recommend merit awards expressed as a dollar value increase to base salary to take effect September 1st.
3. The performance review shall result in one of the following assessments:

- Excellent performance
- Very good performance
- Satisfactory performance
- Needs Improvement

The amount of the merit award shall be commensurate with performance.

4. The merit award pool will be calculated as follows:

1.5 x (the total number of eligible Vice-Presidents and Deans) x (the value of full steps on the faculty salary scale).

5. Consideration of salary anomalies based on either internal and/or external comparisons for an individual Vice-President or Dean may occur at any time, but no more than once in any five-year period.

6. Salary recommendations from the Vice-President, Academic and the President will be submitted annually to the Compensation Committee of the Board of Governors for approval and to the Board of Governors for information.

INTERPRETATION

Questions of interpretation or application of this policy or its procedures shall be referred to the President and the Chair of the Board of Governors, who will jointly make a decision, which shall be final.

Approved by the Board of Governors: March 27, 2008

Part III

Merit Performance Review – President

The Board may award a merit performance bonus to the President after completing each annual review, in an amount, if any, to be determined by the Board acting in its sole discretion. The amount of any such merit bonus will not exceed 20% of the Presidential Salary, subject to any limitations on compensation imposed under applicable legislation, regulations, guidelines or agreements that are applicable.

The merit based review is tied with incentive pay in the following manner:

Key Performance Review Factors have been identified and weighted as follows:

- 25% is based on academic leadership;
- 25% is based on external and internal community relations;
- 20% is based on financial resource management;
- 20% is based on Human Resource Management and Development; and
- 10% is based on General items.

Performance is measured against the President's annual agenda and performance targets.

Approved by the Board of Governors: May 29, 2008

Contact persons

Scott McLean 778-782-3929
Dario Nonis 778-782-3602