



June 11, 2014

Mr. Lee Doney
President and CEO
Public Sector Employers' Council Secretariat

Dear Mr. Doney,

I confirm that the information contained in the attached report accurately states the executive compensation paid out in the fiscal year 2013/2014 and is in compliance with the compensation plans approved by PSEC.

A handwritten signature in blue ink, appearing to read 'Jane Shackell'.

Jane Shackell
Chair of the Board, Capilano University

/jn

Encls.



Capilano University
Executive Compensation Disclosure Statement for 2013/2014
June 10, 2014

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 2013/2014.

Compensation Philosophy

The total compensation packages should be designed to allow the organization to attract, retain and motivate qualified individuals.

In dealing with compensation, the Board reviews external market data provided by the Post-Secondary Employers Association and other appropriate sources, and advice it may receive from independent compensation experts. However, the Board receives direction from the Government, and as a result the Board has no independent compensation policy that it can apply at this time.

The Board recognizes that government policy ensures that total compensation is compared to institutions within the post-secondary sector and the broader public sector in British Columbia. Further, the Board recognizes the need to relate any incentive pay and bonuses, of which Capilano has none, to the institution's service and performance plans.

Executive compensation is determined with reference to a job evaluation plan and annual salary ranges for specific positions, and the benefit provisions established in our Human Resource Policies as previously approved by the Government.

For purposes of this report, total compensation includes: base salary, pension and other benefits, and perquisites.

A handwritten signature in blue ink, appearing to read 'Jane Shackell', written over a horizontal line.

Jane Shackell
Chair of the Board, Capilano University

Attached: Appendix A – Compensation Summary Table

Notes:

Kris Bulcroft, President	
Richard Gale, VP Academic & Provost	Started with the institution in June 2013
Cindy Turner, Vice President, Finance & Administration	
Catherine Vertesi, VP, International Programs, External Relations, & New Initiatives	Left the institution in December 2013