

BOARD OF GOVERNORS



June 5, 2014

CEO and President of PSEC Secretariat  
2nd Floor, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Sir:

**Re: Attestation – Compensation Policy Compliance**

This letter confirms that North Island College Board of Governors, at its meeting of May 29, 2014, has been made aware of the executive compensation paid in Fiscal Year 2013/2014 and verifies that the College is in compliance with:

- The North Island College PSEC-approved compensation plan; and
- The Management & Excluded Compensation Freeze Policy of September 2012 requiring a freeze on all management compensation.

Please let me know if there is anything more required to show compliance.

Sincerely,

A handwritten signature in cursive script that reads "Bruce Calder".

Bruce Calder  
Chair, Board of Governors

Cc: C. Baert, Vice President, Finance and Facilities

North Island College  
Executive Compensation Disclosure Statement for 2013/2014  
5 JUNE 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

At its May 29, 2014 meeting, the Board adopted the following **Statement of Compensation Philosophy, Practice and Process**:

*The North Island College Board of Governors complies with the direction from the Government of BC with respect to relevant statutes and public policy and considers the external market data provided by the Post-Secondary Employers' Association when determining executive compensation.*

*The Board recognizes the need to relate and disclose total compensation based on all compensation, pension, benefits and perquisites. Further, the Board recognizes the need to relate any compensation to the College's service and performance plans, and has identified a set of objective measures in the Service Plan.*

*Compensation is determined with reference to a job evaluation plan and annual salary ranges for specific positions, and the benefit provisions are established in the Human Resource Policies as previously approved by the Government, and subject to change from time to time with the approval of Government.*

*For purposes of this report, total compensation includes: base salary, pension, automobile allowance, health and welfare benefits, and perquisites. The total compensation package is designed to allow the organization to attract, retain and motivate qualified individuals.*

*North Island College does not provide incentive pay or bonus pay to the President and CEO.*

*The President's Performance and Compensation Committee reviews the Annual Report of the President and evaluates the President and Chief Executive Officer's performance annually. Every other year, the results of a 360-Degree Multi-Rater Performance Review is conducted against specific competencies set by the Board. The Board receives and approves the President's Objectives and achievement of such objectives on an annual basis.*



Bruce Calder  
Chair, Board of Governors

Attached: Appendix A – Compensation Summary Table





**Notes:**

Jan Lindsay, President	Retired in 2013/14
Carol Baert, Vice President, Finance & Facilities	
Lisa Domae, Vice President, Student & Educational Services & Planning	
Jan Carrie, Vice President, Education	
John Bowman (new President)	Employment agreement includes a 4-month sabbatical leave that is not accrued for and can only be taken during the term of employment upon the approval of the Board Chair with respect to reason and timing. As such, a value was not assigned to this leave in the Compensation sheet (consulted with PSEA on this item).