

University of Northern British Columbia  
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May 28, 2020

Christina Zacharuk, President & CEO  
PSEC Secretariat  
Suite 210 - 880 Douglas Street  
Victoria, BC V8W 2B7

**Re: Executive Compensation Disclosure**

This letter will attest that the Board of Governors is aware of all information disclosed in the University of Northern British Columbia's Executive Compensation Disclosure and that the information is accurate and includes all compensation paid by the employer, foundations, subsidiaries, or any other organization related to or associated with the employer. The disclosed information includes the values of any pre-or-post-employment payments made during the 12 month period before and after employment and that the compensation was paid within approved compensation plans.

Thank you,



Andrew Robinson

Acting Chair, UNBC Board of Governors



## University of Northern British Columbia

### Compensation Philosophy

The Board's compensation decisions reflect the challenges associated with attracting and retaining exemplary administrative leaders to the north in a competitive national and international environment. Responsibility for determining compensation for the President and Senior Executives rests with the Human Resources Committee of the Board. For positions other than the President's, the Board will consider recommendations made by the President.

With Board of Governor and Executive oversight and approval, the Compensation Philosophy of the University of Northern British Columbia (UNBC) ensures alignment in a manner consistent with the province's Taxpayer Accountability Principles (TAP) in promoting accountability and cost control. UNBC's excluded compensation is controlled and mandated by the province, through the Public Sector Employers' Act.

The following, and attached *Terms and Conditions of Employment* outline the broad approach with respect to compensation policy at UNBC.

#### **Core Principles:**

For all management employees, the following Core Principles embodies UNBC's approach for compensation. These principles guide the design, implementation and administration of UNBC's Compensation Philosophy:

- **Differentiation:** Differentiation of salary is supported where there are differences in the scope of the position within an organization, and/or due to superior individual or team contributions.
- **Performance:** Compensation programs support and promote a performance based (merit) organizational culture.
- **Transparency:** Compensation programs are designed, managed and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.
- **Accountability:** Compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.

### **Benchmarking Methodology:**

In determining the relevant labour markets for obtaining compensation data for executive and management employees, UNBC considers the following questions:

- From where do universities similar in scope and scale to UNBC recruit employees?
- What is the destination sector or employers for employees that leave UNBC?

Primary benchmarking comparators for management employees include the following:

- Other comparable academic institutions of similar size and scope to UNBC;
- Other BC and Canadian Public sector organizations with key comparability elements to UNBC;
- The BC Public Service for corporate service roles within the organization;
- Private sector comparators in cases of high demand positions only.

When benchmarking for positions, appropriate weighting is established based on current human resource practise guidelines.

### **President and Executive Compensation Factors:**

The compensation package for the President has been capped as prescribed by the Public Sector Employers' Council (PSEC) and compensation levels for other Senior Executives will be frozen in compliance with 2012 PSEC Compensation Freeze mandate, until such time as the mandate has concluded.

When setting salary levels for Senior Executives, the Board of Governors considers the following factors; 1) compensation of current and/or recent senior staff, 2) recommended ranges provided by PSEC, 3) the designates' current compensation, 4) market survey information from other comparable universities and, 5) other factors that the Board deems to be relevant to the specific position.

Salary increases for the President and Senior Academic Executives were applied to the professional component of their salaries and in a manner consistent with the negotiated Faculty Association agreement. Salary increases for non-Academic Senior Executives shall only be applied where approved by PSEC and will generally be consistent with any economic increase provided to the Senior Management Group. At this time, no increases have been awarded as per the 2012 Compensation Freeze.

Benefit and pension plans are consistent with the employee group to which the Executive is most closely affiliated (i.e. Faculty Association or Senior Management Group). A non-registered supplemental pension arrangement is offered to the Senior Executives where total pension contributions exceed the contribution limit. The supplemental contribution amount is that which the employer would be required to contribute to the UNBC Pension Plan if there wasn't a maximum limit imposed by the Income Tax Act.

**New Policies, Actions or Decisions:**

The Executive Compensation Policy was last updated in June 2009. The purpose was to formalize a policy framework and process for the annual performance review of the Senior Executive Officers and for reporting changes in executive compensation consistent with the requirements of PSEC. The University is in compliance with the 2012 September PSEC directive regarding Executive and Management Compensation Freeze. The updates to this document seek to bring UNBC's policy in line with current PSEC and government direction.

**Leaves:**

Vacation leaves are set in each Executive's appointment letter, the starting point is five weeks, with the President's ability to recommend increases periodically. This partially acknowledges the time commitment beyond a normal work week of the President and Senior Executives, supports a balanced lifestyle, and is competitive in comparison to other academic organizations.

The President is provided a one year research leave following five years of service. The President's salary during the leave would be equal to the highest salary being paid to a full professor with tenure at the University at the time. For Senior Academic Executives, academic leaves are provided following five years of service. This leave is an acknowledgement that for the period they are in these roles, these academic leaders have forfeited their accrual toward sabbatical leaves that would have occurred as members of the Faculty Association. Senior Academic Executives leaves are at their professional salary level only.



Exempt Terms &  
Conditions.docx

University of Northern BC

Summary Compensation Table at 2020

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
Geoff Payne, Interim President and Vice-Chancellor	\$ 260,400	-	\$ 8,438	\$ 19,973	\$ 6,046	\$ 294,857	\$ 244,783	\$ 202,708
Barbara Irene Daigle, Interim Vice-President, Finance, People and Business Operations	\$ 167,005	-	\$ 7,828	\$ 17,127	\$ 228,072	\$ 420,032	\$ 219,476	
Kathy Lewis, Acting Vice President Research	\$ 127,300	-	\$ 10,886	\$ 12,553	-	\$ 150,739		
Daniel Ryan, Provost & Vice-President Academic	\$ 221,693	-	\$ 8,617	\$ 21,605	\$ 6,046	\$ 257,961	\$ 255,095	\$ 241,495
Colleen Smith, Interim Vice President Finance	\$ 149,824	-	\$ 11,738	\$ 13,975	\$ 6,046	\$ 181,583		
Tim Tribe, Vice President, University Advancement	\$ 195,291	-	\$ 8,478	\$ 19,111	\$ 13,500	\$ 236,380	\$ 230,896	\$ 222,368
Daniel Joseph Weeks, Special Advisor	\$ 288,926	-	\$ 8,654	\$ 30,589	\$ 17,739	\$ 345,908	\$ 325,938	\$ 316,468
Paul John Winwood, Vice Provost Medicine	\$ 221,692	-	\$ 8,598	\$ 22,060	\$ 6,854	\$ 259,204	\$ 249,078	\$ 249,581

**Summary Other Compensation Table at 2020**

<b>Name and Position</b>	<b>All Other Compensation</b>	<b>Severance</b>	<b>Vacation Payout</b>	<b>Paid Leave</b>	<b>Vehicle / Transportation Allowance</b>	<b>Perquisites / Other Allowances</b>	<b>Other</b>
Geoff Payne, Interim President and Vice-Chancellor	\$ 6,046	-	-	-	\$ 6,046	-	-
Barbara Irene Daigle, Interim Vice-President, Finance, People and Business Operations	\$ 228,072	\$ 206,724	\$ 14,010	-	\$ 5,077	-	\$ 2,261
Kathy Lewis, Acting Vice President Research	-	-	-	-	-	-	-
Daniel Ryan, Provost & Vice-President Academic	\$ 6,046	-	-	-	\$ 6,046	-	-
Colleen Smith, Interim Vice President Finance	\$ 6,046	-	-	-	\$ 6,046	-	-
Tim Tribe, Vice President, University Advancement	\$ 13,500	-	\$ 7,454	-	\$ 6,046	-	-
Daniel Joseph Weeks, Special Advisor	\$ 17,739	-	\$ 17,739	-	-	-	-
Paul John Winwood, Vice Provost Medicine	\$ 6,854	-	\$ 6,854	-	-	-	-

**Notes**

Geoff Payne, Interim President and Vice-Chancellor	<b>General Note:</b> Appointed as Interim President & Vice Chancellor eff. Feb 21, 2020 with additional annual stipend of \$50,400 beyond his previous position salary, in total \$260,400
Barbara Irene Daigle, Interim Vice-President, Finance, People and Business Operations	<b>General Note:</b> Departure date as of January 31, 2020 Total Severance consists of 11 months severance in the amount of \$180,993 plus \$25,803 in lieu of 11 months benefit premiums, pension and car allowance = \$206,724 <b>Other Note:</b> Taxable benefit such as for equipment kept on departure. (iPhone taxed on buyout value \$59.76 and MacBook Air taxed on buyout value \$ 2,201.24)
Kathy Lewis, Acting Vice President Research	<b>General Note:</b> Hired as Acting VP Research on March 9, 2019 with annual administrative stipend of \$45,000, salary of \$126,306, and the market differential of \$10,000 for a total annualized salary of \$181,306
Daniel Ryan, Provost & Vice-President Academic	<b>General Note:</b> Actual Base Salary includes Market Differential in the amount of \$70,841.
Colleen Smith, Interim Vice President Finance	<b>General Note:</b> Colleen was appointed to Interim Vice President - Finance as of March 20, 2020. Her Actual Base Salary for this position from March 20, 2020 - March 31, 2020 was \$5,846.
Tim Tribe, Vice President, University Advancement	
Daniel Joseph Weeks, Special Advisor	<b>General Note:</b> Position change to Special Advisor as of Feb 20, 2020 - August 19, 2021
Paul John Winwood, Vice Provost Medicine	<b>General Note:</b> Base salary Includes a clinical buyout in the amount of \$88,000.