



June 2, 2021

John Davison,
President & CEO
Public Sector Employers' Council
Secretariat Suite 210, 880 Douglas Street
Victoria, B.C. V8W 2B7

Dear Mr. Davison,

Re: Attestation for the Fiscal 2020-21 Executive Compensation Report

As part of the required documentation associated with the Executive Compensation Disclosure reporting, I provide the following attestation with respect to Capilano University's submission:


- The Board of Governors is aware of the executive compensation paid in the 2020/21 fiscal year.
- The disclosed information is accurate and includes all compensation paid by Capilano University.
- Compensation provided was within the approved compensation plans and complies with PSEC guidelines.

Sincerely,

A handwritten signature in black ink, appearing to read "Itty Verghese", written over a horizontal line.

Cherian Itty Verghese
Chair of the Board, Capilano University

Enc.

 CAPILANO UNIVERSITY			
Policy No.	Officer Responsible		
B.509	President		
Policy Name			
Administrator Compensation Policy			
Approved by	Replaces	Category	Next Review
Board	Memo 42	A	April 2019
Date Issued	Date Revised	Related Policies, Reference	
November 17, 2015	April 19, 2016	B.503, B.507, B.510	

1. POLICY STATEMENT

Capilano University provides an Administrator Compensation Policy that includes: salary, flexible group benefits, College Pension Plan and other programs and services designed to attract and reward employees' commitment and performance.

2. SCOPE

This policy applies to all regular and term-defined employees who are administrators including the President, Vice-Presidents, Deans, Directors and Managers.

3. GOVERNANCE

Capilano University's Board of Governors oversees the Administrator Compensation Policy which may be amended from time to time, as determined by the University and as approved by the Minister. The President is responsible for Capilano University's Administrator Compensation Policy, consistent with Board policy.

4. OBJECTIVES

Capilano University's Administrator Compensation Policy is intended to attract and retain skilled and knowledgeable personnel necessary to meet the University's mission and goals.

5. GUIDING PRINCIPLES

In administering the Administrator Compensation Policy, Capilano University adheres to the following guiding principles:

5.1. Performance

Employees will receive annual performance evaluations to ensure that employees are meeting the job expectations for their positions.

5.2. Differentiation

The Administrator Compensation Policy will ensure that differences in scope and responsibility are compensated appropriately in relation to all internal positions.

5.3. External Equity

Capilano University's salary scale will be reviewed periodically to work toward external equity with comparables.

5.4. Accountability of Funds

Compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.

5.5. Fair and Consistent

The Administrator Compensation Policy will be fairly and consistently applied, based on assessing common factors for jobs, and not assessing the individual in the role.

5.6. Transparency

Compensation systems are designed, managed and communicated in a manner that ensures the Administrator Compensation Policy is clearly understood by employees and the public while protecting individual personal information.

5.7. Compliance

The Administrator Compensation Policy will be in compliance with all laws and regulations.

6. ELEMENTS OF THE ADMINISTRATOR COMPENSATION POLICY

Capilano University offers an Administrator Compensation Policy designed to remain competitive with other post-secondary institutions in British Columbia. Elements of the policy include:

6.1. Salary

Differences in scope and responsibility are compensated appropriately in relation to all internal positions.

6.2. Health and Welfare Benefits

Capilano University has a flexible benefits plan with a number of different elements, some of which can be modified in order for employees to make selections to better suit their individual needs:

- BC Medical
- Extended Health
- Dental
- Group Life and Accidental Death and Dismemberment
- Long Term Disability
- Short Term Disability
- Employee and Family Assistance Program
- Optional coverage available through flexible benefit options:
 - Health Care Spending Account
 - Professional Development
 - Registered Retirement Savings Plan

6.3. General Benefits

- Vacation
- Sick Leave

6.4. Pension

- College Pension Plan

6.5. Other

- Professional Development

7. EXTERNAL EQUITY

Capilano University's comparator group includes organizations where we can attract qualified employees from and are at risk of losing qualified employees to. Our core comparator group includes similar post-secondary institutions and other public sector employers within British Columbia. For other jobs where talent may be needed from out-of-province and jobs that require skills from specific industries or from outside of the public sector, a secondary comparator group may be required.

8. PAY POSITIONING

Capilano University targets the 50th percentile of the comparator group.

9. AFFORDABILITY AND SUSTAINABILITY

Capilano University's Administrator Compensation Policy is designed and administered in a fiscally responsible manner that ensures that costs are affordable and sustainable over time.

Summary Compensation Table at 2021

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2020/2021 Total Compensation	Previous Two Years Totals Total Compensation	
							2019/2020	2018/2019
Paul Dangerfield, President	\$ 214,780	-	\$ 28,144	\$ 23,526	-	\$ 266,450	\$ 253,517	\$ 244,915
Debbie Carter, Vice-President, Finance & Administration	\$ 81,250	-	\$ 9,283	\$ 8,401	-	\$ 98,934		
Jennifer L Ingham, VP University Relations	\$ 156,808	-	\$ 12,218	\$ 16,214	-	\$ 185,240	\$ 151,246	
Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness	\$ 162,820	-	\$ 13,686	\$ 16,836	-	\$ 193,342	\$ 187,987	\$ 181,273
Jacqui Stewart, VP, Finance & Administration	\$ 38,828	-	\$ 3,113	\$ 4,015	\$ 17,139	\$ 63,095	\$ 200,803	\$ 195,494
Laureen Styles, VP Academic and Provost	\$ 177,396	-	\$ 12,723	\$ 18,343	-	\$ 208,462	\$ 201,852	\$ 158,590

Summary Other Compensation Table at 2021

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Paul Dangerfield, President	-	-	-	-	-	-	-
Debbie Carter, Vice-President, Finance & Administration	-	-	-	-	-	-	-
Jennifer L Ingham, VP University Relations	-	-	-	-	-	-	-
Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness	-	-	-	-	-	-	-
Jacqui Stewart, VP, Finance & Administration	\$ 17,139	-	\$ 17,139	-	-	-	-
Laureen Styles, VP Academic and Provost	-	-	-	-	-	-	-

Notes

Paul Dangerfield, President	General Note: Capilano University provided a 2% performance-based increase effective date October 1, 2020, for the 2019/2020 performance year. This was approved by the Board. As the executive freeze was implemented on August31, 2020, the executives at Capilano University will forgo standard performance-based increases for the 2020/21 performance year.
Debbie Carter, Vice-President, Finance & Administration	General Note: Capilano University provided a 2% performance-based increase effective date September 1, 2020, for the 2019/2020 performance year. However, Debbie Carter only started her employment with Capilano University on October 5, 2020, and so this increase was not relevant. As the executive freeze was implemented on August 31, 2020, the executives at Capilano University will forgo standard performance-based increases for the 2020/21 performance year.
Jennifer L Ingham, VP University Relations	General Note: Capilano University provided a 2% performance-based increase effective date September 1, 2020, for the 2019/2020 performance year. As the executive freeze was implemented on August31, 2020, the executives at Capilano University will forgo standard performance-based increases for the 2020/21 performance year.
Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness	General Note: Capilano University provided a 2% performance-based increase effective date September 1, 2020, for the 2019/2020 performance year. As the executive freeze was implemented on August31, 2020, the executives at Capilano University will forgo standard performance-based increases for the 2020/21 performance year.
Jacqui Stewart, VP, Finance & Administration	General Note: Jacqui Stewart left the employ of Capilano University on June 19, 2020 and so the 2019/2020 performance-based increase was not implemented.
Laureen Styles, VP Academic and Provost	General Note: Capilano University provided a 2% performance-based increase effective date September 1, 2020, for the 2019/2020 performance year. As the executive freeze was implemented on August 31, 2020, the executives at Capilano University will forgo standard performance-based increases for the 2020/21 performance year.