

May 25, 2023

John Davison
CEO & President
Public Sector Employer's Council Secretariat
2nd Floor, 880 Douglas Street
Victoria, BC V8W 2B7

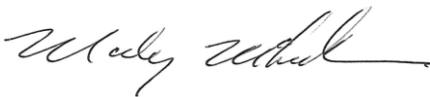
Dear Mr. Davison,

Further to the 2022/2023 Executive Compensation Reporting Guidelines, on behalf of the Board of Governors of Vancouver Island University (VIU), I am pleased to confirm the following:

- The VIU Board is aware of the executive compensation paid by VIU during the 2022/23 fiscal year;
- The compensation information being disclosed is accurate and includes all compensation paid by the University;
- The disclosed information also includes the value of any pre- or post-employment payments made during the 12-month period before or after the term of the employment; and
- As Chair of the University's Board of Governors, I verify such compensation was within approved compensation plans, and complies with these guidelines.

Please feel free to contact me should you have any questions with respect to the 2022/23 Executive Compensation Disclosure Report.

Sincerely,



Manley McLachlan
VIU Board of Governors Chair



Hay ch qa' sii'em siye'yu mukw mustimuxw.

The VIU community acknowledges and thanks the Snuneymuxw, Quw'utsun, Tla'amin, Snaw-naw-as and Qualicum First Nation on whose traditional lands we teach, learn, research, live and share knowledge.

Vancouver Island University

Executive Compensation Discussion and Analysis

On behalf of the Vancouver Island University Board of Governors, I am pleased to present the full disclosure of all compensation paid to our top five senior officers.

The top five senior officers are key members of the core group that guides our University in the achievement of the goals outlined in Vancouver Island University's Strategic Plan.

Compensation Decisions

The compensation for the President and Vice-Chancellor is set by provincial government policy and approved by the Board of Governors. The compensation for the remaining members of the Senior Management Team, as with all excluded positions, is set by provincial government policy and approved at the discretion of the President and Vice-Chancellor.

Compensation Philosophy

Vancouver Island University's compensation philosophy is compliant with the core principles of the common public sector compensation philosophy and provides detail as to how our compensation supports performance, differentiation, accountability and transparency. The full text of our approved Compensation Philosophy is attached.

VIU's approved compensation plans for executives are formed to support Vancouver Island University achieving the goals of our Strategic Plan. We have constructed our compensation plans to reflect our core values of Understanding, Connection and Commitment. They also reflect our University Ambition: *Every day, we welcome, support, and inspire all those who study and work at VIU. In our research and through our partnerships, we seek to understand the rich diversity of our region and to encourage the well-being of our communities. We are dedicated to helping our learners and our communities embrace their potential.*

In 2019 the Ministry of Finance issued its *Accountable Compensation Policy Direction*. This policy direction provided some flexibility for employers to manage salary decisions within their approved compensation/implementation plans. This flexibility provides VIU with some ability to adjust our compensation plan to reflect the commitments contained in our approved compensation philosophy and make directionally correct steps to rectify some

inequities. In 2022, PSEA provided an updated Guide to Implementing the Accountable Compensation Direction, and VIU is compliant with this guide.

Vancouver Island University has modeled our compensation to reflect compensation models in the post-secondary sector, including five-year renewable term contracts for the President and Vice-Presidents. Term contracts allow the Board of Governors and/or the President to continually assess and celebrate the successes of these senior leaders.

The compensation statement discloses the compensation associated with the administrative leave granted to the President and Vice-Chancellor. The University has adapted the Public Sector Accounting Board of Canada (PSAB) accounting standards and principles to fully disclose the compensation associated with the administrative leaves.

Our senior executives participate in the College Pension Plan, a legislative based, defined benefit plan that serves the public sector colleges and institutes in British Columbia. The full cost of the pension contributions is included in the summary compensation table.

Senior executives participate in the same benefit plan as all other administrative staff. Senior executives (with exception of the President and Vice-Chancellor) are eligible for six weeks' vacation, as are all other administrative staff. The President and Vice Chancellor is granted eight weeks of vacation, which is in line with the amount of vacation that VIU faculty receive. Again, the benefit, pension and vacation periods mirror post-secondary standards, thus supporting our approved Compensation Philosophy.

Performance Plan

Annually, the President and Vice-Chancellor presents a performance plan to the Board. Once approved, the Board of Governors receives periodic progress reports, and performs a full review of outcomes relative to the performance plan. Results of this annual planning and review process shape the direction for the upcoming year. Performance plans for the other senior executives, along with all other administrative staff, are developed annually and are the foundation for any performance-based increases.

Conclusions

As part of the British Columbia public sector, the University is guided by, and complies with direction provided by the Government of British Columbia.

Vancouver Island University has worked hard to live the values and achieve the goals identified in our Strategic Plan. We are a maturing University, intent on implementing best practices with regards to accountability. A key element of accountability is transparency.

Vancouver Island University

Summary Compensation Table at 2023

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2022/2023 Total Compensation	Previous Two Years Totals Total Compensation	
							2021/2022	2020/2021
Deborah Saucier, President and Vice-Chancellor	\$ 251,698	-	\$ 21,825	\$ 26,026	\$ 28,573	\$ 328,122	\$ 323,904	\$ 285,791
Marlene Kowalski, Chief Financial Officer and Vice-President, Administration	\$ 194,700	-	\$ 9,307	-	\$ 125,456	\$ 329,463	\$ 214,261	\$ 213,147
Michael Quinn, Provost and Vice-President, Academic	\$ 166,954	-	\$ 20,535	\$ 17,263	\$ 25,000	\$ 229,752		
Carol Stuart, Past Provost and Vice-President, Academic	\$ 238,057	-	\$ 7,750	\$ 19,996	\$ 443	\$ 266,246	\$ 257,258	\$ 248,989
Irlanda Price, Associate Vice-President, Student Affairs	\$ 180,247	-	\$ 18,258	\$ 18,638	-	\$ 217,143	\$ 206,794	\$ 198,238
Nicole Vaugeois, Associate Vice-President, Scholarship, Research, Creative Activity	\$ 183,925	-	\$ 17,765	\$ 19,018	-	\$ 220,708	\$ 210,717	\$ 203,031

Notes

Deborah Saucier, President and Vice-Chancellor	General Note: Administrative leaves at VIU are not automatic. Dr. Saucier is eligible for eight (8) months administrative leave upon successfully concluding the five-year contract (2024). Using PSAB accounting practices, we have elected to accrue the potential liability for leaves based upon probability estimates, but not attribute to the individuals until the individual has completed their full terms and the leaves have been approved. Performance-based increase of 5% provided in 22/23.
Marlene Kowalski, Chief Financial Officer and Vice-President, Administration	General Note: Performance-based increase provided in 22/23. Chief Financial Officer and Vice-President, Administration position ended Feb 6, 2023. Salary of \$194,700 for the period of April 1, 2022 to February 6, 2023. Incumbent severed prior to end of contract term and provided lump sum payment of \$96,013 along with outstanding vacation bank.
Michael Quinn, Provost and Vice-President, Academic	General Note: Provost and VP Academic position commenced June 20, 2022. Other Note: Taxable moving allowance paid as per Terms and Conditions of Employment.
Carol Stuart, Past Provost and Vice-President, Academic	General Note: Past Provost and Vice-President, Academic position ended March 31, 2023. End of employment retiring allowance payment as per Terms and Conditions of Employment.
Irlanda Price, Associate Vice-President, Student Affairs	General Note: Performance-based increase of 4% provided in 22/23.
Nicole Vaugeois, Associate Vice-President, Scholarship, Research, Creative Activity	General Note: Performance-based increase of 4% provided in 22/23.