

May 31, 2023

John Davison, President & CEO  
PSEC Secretariat  
Suit 210 – 880 Douglas Street  
Victoria BC V8W 2B7

*sent via email*

Dear Mr. Davison:

I confirm that the information contained in the attached report accurately states the executive compensation paid out in fiscal year 2023 and follows the compensation plans approved by PSEC.

Sincerely,



Margaret Sutherland  
Board Chair

## APPENDIX D

### Compensation Philosophy

#### A. PURPOSE/OBJECTIVE

Selkirk College's total compensation programs are a tool to help attract and retain qualified staff and are designed in a fiscally responsible manner in support of our mission, vision, values, and culture with flexibility to respond to changing and unique circumstances.

#### B. SCOPE

This policy applies to all Selkirk College employees who are excluded from or not recognized by a union or association, excepting student employees, contractors, CE instructors, secondments from other institutions and the President of the College. For the purposes of this Policy, "total compensation" means salary, other forms of cash payments (including stipends and honoraria), vacation, pension, benefits, travel allowances, and perquisites with measurable value.

#### C. GUIDING PRINCIPLES

The guiding principles of the total compensation program at Selkirk College are as follows:

- a) **Performance:** Selkirk College establishes compensation programs that support and promote a performance-based organizational structure.
- b) **Differentiation:** Selkirk College supports a differentiation of salary where there are differences in the scope of the position and/or where there are superior individual or team contributions.
- c) **Accountability:** Total compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
- d) **Transparent:** Total 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.

#### D. ROLE OF TOTAL COMPENSATION ELEMENTS

The role of the total compensation program at Selkirk College includes four main elements:

- e) **Compensation:** Selkirk College provides fair compensation for the scope and breadth of job responsibilities and the education, competencies, and experience that employees bring to their roles.
- f) **Benefits:** Selkirk College provides security and protection to employees and their families.
- g) **Career Development:** Selkirk College provides support for skill development, professional development, and other career development opportunities.
- h) **Work/Life:** Selkirk College provides paid time off and other programs to help employees balance their work and personal demands.

#### E. COMPARATOR GROUPS

The comparator group for Selkirk College 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 and other public sector organizations in BC. For other jobs where talent may be needed from out-of-province and jobs that require skills from specific industries or from outside the public sector, a secondary

comparator group may be used.

## **F. INTERNAL EQUITY**

Selkirk College considers the relative scope, responsibilities, and complexities of jobs to ensure that compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of work is fairly recognized.

## **G. AFFORDABILITY AND SUSTAINABILITY**

Selkirk College total compensation programs are designed and administered in a fiscally responsible manner that ensures that costs are affordable and sustainable over time.

## **H. GOVERNANCE**

The Board of Governors is responsible for approving Selkirk College's overall compensation philosophy. The executive team is responsible for the day-to-day oversight and administration of the programs. Total compensation programs may be amended from time to time, as determined by the College, and as approved by the designated Minister.

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
Angus Graeme, President & CEO	\$ 65,470	-	\$ 4,105	\$ 6,770	\$ 981	\$ 77,326	\$ 236,408	\$ 249,833
Maggie Matear, President and CEO	\$ 169,231	-	\$ 11,712	\$ 17,498	\$ 5,889	\$ 204,330		
Rhys Andrews, VP Education	\$ 111,230	-	\$ 7,686	\$ 10,958	\$ 107,643	\$ 237,517	\$ 182,479	\$ 177,733
Kerry Clarke, VP College Services, CFO	\$ 155,267	-	\$ 10,287	\$ 16,455	\$ 11,673	\$ 193,682	\$ 180,877	\$ 184,859
Taya Whitehead, VP Education	\$ 138,780	-	\$ 15,059	\$ 14,037	\$ 3,000	\$ 170,876		

Summary Other Compensation Table at 2023

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Angus Graeme, President & CEO	\$ 981	-	-	-	\$ 981	-	-
Maggie Matear, President and CEO	\$ 5,889	-	-	-	\$ 5,889	-	-
Rhys Andrews, VP Education	\$ 107,643	-	\$ 21,684	-	\$ 5,250	-	\$ 80,709
Kerry Clarke, VP College Services, CFO	\$ 11,673	-	-	-	\$ 7,800	-	\$ 3,873
Taya Whitehead, VP Education	\$ 3,000	-	-	-	\$ 3,000	-	-

Notes

Angus Graeme, President & CEO	<b>General Note:</b> Retired effective July 31, 2022
Maggie Matear, President and CEO	<b>General Note:</b> Maggie Matear was hired May 30, 2022.
Rhys Andrews, VP Education	<b>General Note:</b> Retired effective December 3, 2022. <b>Other Note:</b> Extra compensation of 8%, due to increase in duties November 1, 2021 - October 31, 2022. Total payment for the 2023 fiscal year is \$6,862.00. Eligible for ERIP (Early Retirement Incentive Program). This is a lump sum to be paid each January for 3 years. His first ERIP payment was sent to him January 2023 in the amount of \$24,615.50. To be eligible, employees must: be over age 55 and under age 64; have a minimum of 10 years' employment with the College; and be a regular employee.
Kerry Clarke, VP College Services, CFO	<b>Other Note:</b> Extra compensation of 8% due to increase in duties November 1, 2021 - October 31, 2022. Performance based salary increase was provided for the 2021-22 performance year in 2022.
Taya Whitehead, VP Education	<b>General Note:</b> From April 1, 2022 to November 13, 2022 Taya was the Dean of Health & Human Services earnings \$75,872. From November 14, 2022 to March 31, 2023 Taya was promoted to the VP Education and earned \$62,908.