



May 2, 2023

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

Dear Mr. Davison:

As part of the required documentation associated with the 2022-2023 reporting and filing of Executive Compensation Disclosure, I provide the following attestation with respect to Kwantlen Polytechnic University's submission:

- The Board of Governors is aware of the executive compensation paid in the 2022/2023 fiscal year.
- The compensation information disclosed is accurate and includes all compensation paid by Kwantlen Polytechnic University, its foundations, subsidiaries, and any other organization related to or associated with the University. It also includes the value of all pre and post-employment payments made during the 12 month period before or after the term of employment.
- The Board of Governors further attests that the compensation paid in the 2022/2023 fiscal year was paid within approved compensation plans and complies with the compensation parameters established by Government.

Presidential compensation is subject to total compensation parameters established by Government, subject to change from time to time as approved by Government. The Board of Governors is responsible for oversight of presidential compensation. Through delegated authority from the Board, the President and Vice Chancellor is responsible for determining the compensation of other executive members.

Yours truly,

A handwritten signature in black ink that reads 'Ivy Chen'.

Ivy Chen  
Chair, Board of Governors

## Executive Compensation Disclosure Compensation Philosophy

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### Compensation Governance

KPU's Board of Governors is responsible for reviewing and approving the organization's compensation philosophy and program, with oversight provided by the Public Sector Employers' Council Secretariat ("PSEC"). KPU's executive team is responsible for the day-to-day administration of the program.

The compensation program will be reviewed from time to time and may be amended, as determined by KPU and approved by the Minister.

### Compensation Philosophy

Compensation is an important tool used by KPU to help attract, engage and retain employees with the necessary skills, experience and commitment required to achieve the organization's mandate and goals. The compensation program is designed in a fiscally responsible manner, with the objective of providing sustainable support for KPU's mission, vision, values and culture. KPU's compensation philosophy is to set its total compensation levels equal to the 50<sup>th</sup> percentile of the total compensation provided to comparable positions by relevant comparison organizations. Total compensation includes base salary, perquisites, group benefits, retirement benefits and all forms of paid time off.

The design and administration of KPU's compensation program is guided by the following six principles:

- i. **equity** – the compensation program provides a framework which demonstrates internal and external equity for positions while balancing the need for market competitiveness;
- ii. **sustainability** – the compensation program is developed with consideration of the current level of affordability and the sustainability of future costs;
- iii. **performance** – the compensation program supports and promotes a performance-based (merit) organizational culture;
- iv. **differentiation** – differentiation of salary is supported where there is a difference in the scope of the position within KPU and/or where there are superior individual team contributions;
- v. **accountability** – compensation decisions are objective and based upon a clear and well-documented business rationale that demonstrates an appropriate expenditure of public funds; and,
- vi. **transparency** – the compensation program is designed, managed and communicated in a manner which ensures the program is clearly understood by employees and the public while protecting individual personal information.

### Benchmarking and Determining Compensation Level

#### Selection of Comparison Organizations

KPU is a complex and geographically diverse teaching university with a bicameral governance structure, which includes both a Board of Governors and Senate, and multiple separate campuses, each with their own culture and geographic needs. These factors have been considered in determining the relevance of comparison organizations.

Additionally, an analysis of the hiring's and departures of incumbents in KPU's senior positions shows that KPU's competitive employment market includes teaching and research universities in other provinces as well as within BC. These organizations are relevant to KPU for compensation benchmarking purposes because they have positions comparable to those at KPU and compete with

KPU for employees in the market.

Consequently, to qualify as a relevant comparison organization for KPU compensation benchmarking, the organization must be a public sector organization of similar size and/or complexity to KPU, and meet at least one of the following additional criteria:

1. be a BC publicly-funded teaching university or institute and have a comparable governance structure;
2. be a Canadian publicly-funded teaching university or institute located outside of BC and have a comparable governance structure; or,
3. be a BC municipality within close geographic proximity and in the same hiring market as a KPU campus.

### **Survey of Comparison Organizations**

A comprehensive survey is conducted of the comparison organizations by external compensation consultants, including the collection and comparison of the content of positions and the collection of detailed information on the following components of total compensation:

- base salaries
- incentive/salary holdback plans
- perquisites
- group benefits
- retirement/savings benefits
- paid time off

The above components of compensation are financially valued to permit a valid comparison of the value of the total compensation paid by KPU to that paid by the organizations used for benchmarking purposes.

### **Application of Market Comparison Information**

KPU's compensation philosophy is to set its total compensation levels equal to the 50<sup>th</sup> percentile of the total compensation provided to comparable positions by the comparison organizations.

### **Components of Compensation**

The individual components of compensation include:

#### **Base Salary Ranges**

External equity or market competitiveness is achieved by using the benchmarking results to develop base salary ranges covering all of KPU's excluded positions. Internal equity is maintained by ensuring that the salary ranges are consistent with the relative internal value of each KPU position. Internal values are determined by an ongoing analysis of the responsibilities and accountabilities of positions using KPU's Excluded Role Job Evaluation Plan.

#### **Employee Benefits**

All KPU excluded employees participate in the same employee benefits program. The benefits consist of standard BC public sector entitlements, including life and accident insurance, sick leave, long-term disability insurance, medical, extended health, dental, an employee and family assistance program and a health spending account.

#### **Retirement Plans**

KPU's excluded employees participate in the College Pension Plan.

**Kwantlen Polytechnic 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
Alan Davis, President & Vice Chancellor	\$ 242,966	-	\$ 11,022	-	\$ 25,756	\$ 279,744	\$ 286,596	\$ 282,357
Steve Cardwell, Vice President, Students	\$ 103,326	-	\$ 8,718	\$ 10,684	\$ 2,534	\$ 125,262	\$ 254,070	\$ 239,476
Randall Heidt, Vice President, External Affairs	\$ 211,976	-	\$ 22,026	\$ 21,918	\$ 1,250	\$ 257,170	\$ 192,798	
Stephanie Howes, Vice President, Students	\$ 174,976	-	\$ 20,794	\$ 18,093	\$ 339	\$ 214,202		
Abdolreza Khakbaznejad, Interim Vice President, Administration & Chief Information Officer	\$ 114,544	-	\$ 13,813	\$ 11,844	\$ 5,973	\$ 146,174	\$ 228,854	
Peter Smailes, Vice President, Administration	\$ 167,189	-	\$ 22,548	\$ 17,287	\$ 306	\$ 207,330		
Diane Purvey, Provost & Vice President, Academic	\$ 216,908	-	\$ 21,819	\$ 22,428	\$ 6,353	\$ 267,508	\$ 236,821	

**Summary Other Compensation Table at 2023**

<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>
Alan Davis, President & Vice Chancellor	\$ 25,756	-	\$ 14,838	-	\$ 10,918	-	-
Steve Cardwell, Vice President, Students	\$ 2,534	-	\$ 2,411	-	-	-	\$ 123
Randall Heidt, Vice President, External Affairs	\$ 1,250	-	\$ 820	-	-	-	\$ 430
Stephanie Howes, Vice President, Students	\$ 339	-	-	-	-	-	\$ 339
Abdolreza Khakbaznejad, Interim Vice President, Administration & Chief Information Officer	\$ 5,973	-	\$ 5,728	-	-	-	\$ 245
Peter Smailes, Vice President, Administration	\$ 306	-	-	-	-	-	\$ 306
Diane Purvey, Provost & Vice President, Academic	\$ 6,353	-	\$ 5,923	-	-	-	\$ 430

**Notes**

Alan Davis, President & Vice Chancellor	
Steve Cardwell, Vice President, Students	<b>General Note:</b> Steve Cardwell retired from KPU effective September 16, 2022. A performance-based salary increase was provided for the 2021/22 performance year in 2022. The salary reported reflects the total amount paid as Vice President, Students in this fiscal year. <b>Other Note:</b> Steve received a taxable benefit for parking in the amount of \$123 for this fiscal year.
Randall Heidt, Vice President, External Affairs	<b>General Note:</b> A performance-based salary increase was provided for the 2021/22 performance year in 2022. <b>Other Note:</b> KPU pays the Employer EI Premiums at a reduced rate as we have an approved short-term disability plan as per Service Canada. We are required to return 5/12's of the difference between 1.4 and our reduced rate to administrators, this equaled \$91 for the fiscal year, for Randall. Randall received a taxable benefit for parking in the amount of \$339 for this fiscal year.
Stephanie Howes, Vice President, Students	<b>General Note:</b> Stephanie Howes was appointed Interim Vice President, Students effective September 1, 2022. Prior to this date the individual was in the role of Dean, Melville School of Business. The salary reported represents the total amount paid to them in the role of VP, Students and Dean, Melville School of Business for this fiscal year. <b>Other Note:</b> Stephanie received a taxable benefit for parking in the amount of \$339 for this fiscal year.
Abdolreza Khakbaznejad, Interim Vice President, Administration & Chief Information Officer	<b>General Note:</b> Reza Khakbaznejad ended their Interim Vice President, Administration appointment effective May 31, 2022, and returned to their position as Chief Information Officer on June 1, 2022. Reza then left KPU on August 19, 2022. Reza returned to KPU as the Chief Information Officer effective January 4, 2023. A performance-based salary increase was provided for the 2021/22 performance year in 2022. The salary reported reflects the total amount paid as Interim Vice President, Administration and Chief Information Officer in this fiscal year. <b>Other Note:</b> KPU pays the Employer EI Premiums at a reduced rate as we have an approved short-term disability plan as per Service Canada. We are required to return 5/12's of the difference between 1.4 and our reduced rate to administrators, this equaled \$91 for the fiscal year, for Reza. Reza received a taxable benefit for parking in the amount of \$154 for this fiscal year.
Peter Smailes, Vice President, Administration	<b>General Note:</b> Peter Smailes was hired June 1, 2022, in the role of Vice President, Administration. This is the first year Peter is being reported. <b>Other Note:</b> KPU pays the Employer EI Premiums at a reduced rate as we have an approved short-term disability plan as per Service Canada. We are required to return 5/12's of the difference between 1.4 and our reduced rate to administrators, this equaled \$91 for the fiscal year, for Peter. Peter received a taxable benefit for parking in the amount of \$216 for this fiscal year.
Diane Purvey, Provost & Vice President, Academic	<b>General Note:</b> Diane moved from interim to a permanent 5-year agreement as Provost and VP, Academic, on June 30, 2022, this included a wage adjustment to \$220,000 per annum. <b>Other Note:</b> KPU pays the Employer EI Premiums at a reduced rate as we have an approved short-term disability plan as per Service Canada. We are required to return 5/12's of the difference between 1.4 and our reduced rate to administrators, this equaled \$91 for the fiscal year, for Diane. Diane received a taxable benefit for parking in the amount of \$339 for this fiscal year.