



FIRST PEOPLES'
CULTURAL COUNCIL

August 16, 2023

Attention John Davison, President & CEO PSEC
Secretariat Suite 210 - 880 Douglas Street
Victoria, B.C.
V8W 2B7

Re: Executive Compensation

Dear Mr. Davison,

The board of First Peoples' Cultural Council would like to attest to the below items:

- a. The board is aware of the executive compensation paid in the prior fiscal year.
- b. The disclosed information is accurate and includes all compensation paid by the employer, foundations, subsidiaries, or any other organization related to or associated with the employer.
- c. 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 employment.
- d. Verifies that the compensation provided was within approved compensation plans and complies with these guidelines.

Regards,

A handwritten signature in black ink, appearing to read 'Carla Lewis'.

Carla Lewis
Board Chair

COMMITTED TO THE REVITALIZATION OF B.C.'S FIRST NATIONS LANGUAGES, ARTS AND CULTURAL HERITAGE

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First Peoples' Cultural Council (FPCC)

Compensation Philosophy (Draft)

In order to achieve FPCC's business and operational objectives, it must rely on the contribution of its employees. FPCC's compensation program plays a key role in the organization's ability to attract, motivate, retain and engage quality employees.

Objectives

The objectives of the compensation philosophy are to:

1. Support and retain individuals who demonstrate the values, skills and commitment needed to achieve the mission, vision and objectives of the FPCC.
2. Attract qualified, diverse and high-potential individuals.
3. Support the development of a performance-based culture.

Guidelines

FPCC is committed to a total compensation perspective that views compensation as including base salary, benefits, pension, and vacation.

The key elements of FPCC's compensation offering include cash and non-cash compensation as follows:

Cash Compensation

Total cash compensation consists entirely of base salary. Total cash compensation is targeted at the 50th percentile of the composite market. Incentive pay is based on meeting pre-set objectives.

Non-Cash Compensation

Non-cash compensation includes the following:

- Benefits package – Competitive benefits package based on the government standard.
- Pension – Competitive retirement benefits based on the government standard.
- Vacation – Competitive vacation time.

Compensation Review

In keeping with its philosophy with respect to the need to maintain a meaningful degree of competitiveness with the relevant external labour market, FPCC conducts external reviews of compensation every 2 – 3 years.

Base Salary Management

Every FPCC position is assigned a base salary range. Placement and movement within the salary range is typically based on an employee's performance and competence level in the role relative to the composite market median. Salary range progression reflects performance and/or competency growth.

Guiding Principles

The following principles guide the design, implementation and administration of the FPCC total compensation programs:

- **Differentiation:** Salary differentiations reflect the scope and responsibilities of the positions and performance.
- **Performance:** Compensation programs support and promote a performance-based organizational culture.
- **Transparency:** Compensation programs are designed, managed and communicated in a manner that engages employees, ensures the program is understood by employees, and that protects their individual personal information.
- **Market:** Compensation programs are competitive with the market in order to ensure the attraction and retention of qualified and high-potential employees.
- **Accountable:** Compensation decisions use a process and rationale that are objective and demonstrate the appropriate expenditure of public funds.

Guidelines for Administration

Market Comparators

FPCC recognizes that a key component of an effective compensation philosophy is the need to maintain a meaningful degree of competitiveness with the relevant external labour market. Given the unique mandate of FPCC, the appropriate comparator market is defined as one that balances public sector equity and relativity with industry-specific comparability. In particular, FPCC has determined that its appropriate external labour market reference point consists of a composite of the public service, Crown corporations, Aboriginal and Not for Profit language, arts and culture organizations, and comparable private sector.

First Peoples' Cultural Council

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
Tracey Herbert, Chief Executive Officer	\$ 150,646	-	\$ 7,213	\$ 15,070	\$ 17,265	\$ 190,194	\$ 172,976	

Summary Other Compensation Table at 2023

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Tracey Herbert, Chief Executive Officer	\$ 17,265	-	\$ 16,152	-	\$ 1,113	-	-

Notes

Tracey Herbert, Chief Executive Officer

General Note:
actual salary was slightly lower as she was double reimbursed for an expense claim that was later repaid via reduction in payroll.