

June 3, 2024

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

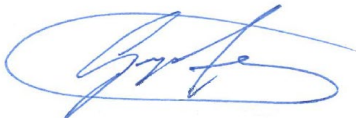
Dear Mr. Davison,

Further to the 2023/2024 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 2023/24 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 2023/24 Executive Compensation Disclosure Report.

Sincerely,



George Anderson
Chair, VIU Board of Governors



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 Compensation Philosophy

Overall Objectives and Guiding Principles

Our total compensation program is a tool to help us attract and retain highly qualified employees to support Vancouver Island University to be a leader in providing high-quality learning, and to help the University support the well-being of the people of Vancouver Island University and coastal British Columbia by our commitment to student success, community engagement and associated scholarship.

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.*

Our total compensation program supports and rewards employees who are engaged in supporting the University achieve its goals and objectives. All excluded employees must effectively contribute to their department/business unit meeting required expectations to receive a performance-based pay increase.

Respect, transparency, and accountability: Our total compensation program respects the contribution of all employees, is fully transparent, and supports differentiation of the roles, responsibilities and accountabilities of our employees. Information about the compensation program is fully disclosed and appropriate accountabilities are in place to ensure the best use of scarce financial resources.

Role of Total Compensation Elements:

Learning, Discovery and Achievement: Core to our values is support for life-long learning, support for skill development, support for career development, and supporting the excellence and success of our employees.

Benefits: Constructed sustainably to support a healthy and well University community. Keeping our community healthy, well and engaged is our priority. We encourage sustainable work practices, and connectivity to our families and our communities. We will provide reasonable insurance for most contingencies of life should our proactive health and wellness initiatives fail.

Base Salary: Constructed to attract and retain employees who will deliver on accessible, high-quality learning.

Total compensation is also constructed to support internal equity, crucial to support working collaboratively across the institution. Therefore, core to our success will be recognition of the collaborative contributions of individuals and groups to achieving the goals set annually by the University.

Comparator Groups:

For academic leadership positions and select senior administrative positions (senior leadership roles that require previous experience in a post-secondary environment), our comparator group includes similar post-secondary organizations in British Columbia and similar size/mandate universities across Canada. The comparator group includes institutions that have we recruited employees from and lost employees to within the last five years, as well as institutions from which we have attracted qualified candidates, but our employment offers have been declined due to low compensation.

For leadership positions and excluded positions that are not unique to the post-secondary environment and do not require sector-specific experience, the primary comparator group will be the BC Public Sector, with emphasis on the BC Pubic Service.

A listing of the organizations in our current comparator groups is contained in Appendix A.

Target Pay Positioning:

The mid-point of our total compensation program is targeted at the 55th percentile of our comparator group. We note that our locations are small markets (Nanaimo, Duncan and Powell River) which creates recruiting issues related to the availability of employment for co-locating spouses/partners. This is only somewhat mitigated by the positives of the island location and our reputation.

Internal Equity:

Once external market comparative information is assessed, this information will be a factor in determining an appropriate compensation plan that is both market appropriate and supports internal equity. We have a well-maintained point factor job evaluation system that also supports internal equity. It is transparent and meets best practices. Internal equity should be benchmarked against the senior academic and select senior administrative leadership positions, as these positions are unique and fundamental to our success as a university.

Sustainability and Accountability:

Our compensation philosophy is based upon the principles of sustainability and accountability. Sustainability includes supporting the University both through the annual planning/budgeting and financial reporting processes, and through long term institutional wellbeing. The compensation plan is also compliant with legislative and policy directives from third parties, including our funding agencies.

Governance and Administration

The Board of Governors is responsible for approving our overall compensation philosophy. Senior administrators are responsible for the day-to-day oversight and administration of the program through dedicated program employees.

Appendix A

Comparator groups:

Academic and Senior Administrative Comparator Group

British Columbia Institute of Technology
University of the Fraser Valley
Kwantlen Polytechnic University
Thompson River University
University of Northern British Columbia
University of Lethbridge
University of Winnipeg
University of Ontario Institute of Technology
Ontario Institute of Education (University of Toronto)
Athabasca University
Mount Royal University
Nipissing University
Lakehead University
University of Waterloo
University of Regina

Excluded Positions Not Unique to the Post-Secondary Environment

BC Public Sector, with emphasis on the BC Public Service

Summary Compensation Table at 2024

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2023/2024 Total Compensation	Previous Two Years Totals Total Compensation	
							2022/2023	2021/2022
Deborah Saucier, President and Vice-Chancellor	\$ 273,129	-	\$ 23,828	\$ 28,241	\$ 16,302	\$ 341,500	\$ 328,122	\$ 323,904
Emily Huner, Chief Financial Officer and Vice-President Administration	\$ 180,477	-	\$ 22,063	\$ 18,661	\$ 20,000	\$ 241,201		
Michael Quinn, Provost and Vice-President, Academic	\$ 228,309	-	\$ 20,828	\$ 23,607	-	\$ 272,744	\$ 229,752	
Irlanda Gonzalez Price, Associate Vice-President, Student Affairs	\$ 169,239	-	\$ 19,310	\$ 17,472	-	\$ 206,021	\$ 217,143	\$ 206,794
Nicole Vaugeois, Associate Vice-President, Scholarship, Research, Creative Activity	\$ 194,988	-	\$ 19,171	\$ 20,161	-	\$ 234,320	\$ 220,708	\$ 210,717

Notes

Deborah Saucier, President and Vice-Chancellor	General Note: Administrative leaves at VIU are not automatic. Dr. Saucier is eligible for paid administrative leave at the end of her second term. This leave is not payable until the full completion of the contract. Any amounts paid will be disclosed if and when the elected leave is approved and taken. Dr. Saucier received a 6.75% performance-based salary increase effective April 1, 2023.
Emily Huner, Chief Financial Officer and Vice-President Administration	General Note: Chief Financial Officer and Vice-President, Administration position commenced May 23, 2023. Other Note: Taxable moving allowance paid as per Terms and Conditions of Employment.
Michael Quinn, Provost and Vice-President, Academic	General Note: Administrative leaves at VIU are not automatic. Dr. Quinn is eligible for paid administrative leave at the end of his second term. This leave is not payable until the full completion of the contract. Any amounts paid will be disclosed if and when the elected leave is approved and taken. This is the first full year of reporting for Dr. Quinn and is the reason why Actual Base Salary increased significantly over the previous year. Dr. Quinn received a 6.75% performance-based salary increase effective June 19, 2023.
Irlanda Gonzalez Price, Associate Vice-President, Student Affairs	General Note: Actual Base Salary is reduced from the previous year due to a period of unpaid leave followed by a partial reduced leave taken during this reporting period. Irlanda Gonzalez Price received a 6.75% performance-based salary increase effective July 1, 2023.
Nicole Vaugeois, Associate Vice-President, Scholarship, Research, Creative Activity	General Note: Nicole Vaugeois received a 6.75% performance-based salary increase effective July 1, 2023.