CAMPBELL RIVER
School District 72

September 2, 2025

Mr. John Davison
President and CEO
Public Sector Employers' Council Secretariat
Suite 201, 880 Douglas Street
Victoria, BC V8W 2B7

email: john.davison@gov.bc.ca

Dear Mr. Davison:

This will confirm that the Board of Education of School District No. 72 (Campbell River) is aware of the total compensation paid to executive staff during the 2024-2025 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and reported to the Public Sector Employers' Council Secretariat.

Yours truly,

Kat Eddy
Board Chair

Public Sector Executive Compensation Disclosure Report 2024-2025
School District No. 72 (Campbell River)

The Board of Education encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees who are critical to the delivery of quality public education programs to students in School District No. 72 (Campbell River).

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

Compensation Philosophy

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

Compensation mandates/direction facilitated by the Public Sector Employers' Council Secretariat (PSEC Secretariat) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). The total rewards compensation program further integrates with plans that establish the board of education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of qualified, experienced, motivated and high-potential employees who are committed to the board's overarching goal of delivering a high quality public education experience to BC students.

Inherent in the compensation philosophy are the following core principles:

- Performance: The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.
- Differentiation: Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.
- Accountability: Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.
- Transparency: The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

Labour Market Comparators

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, "labour market" is defined in the BCPSEA sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market)
4. Selected private sector organizations where relevant.

The Board's executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province's 60 public school districts in alignment with each district's relevant comparator labour market and internal organizational structure. This approach includes:

- Consideration of all components of the total rewards model.

- Consideration of the relevant labour market for compensation comparison purposes.

- Linking pay ranges to neutral, relevant factors (e.g., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).

- Ensuring appropriate relationships exist between positions in the district's organizational hierarchy.

- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board's total compensation package for executive/senior management staff is comprised of the following elements.

Cash Compensation

Total cash compensation includes annual base salary and monthly vehicle allowance.

- **Annual base salary**

  Annual base salary is considered in the context of the total compensation package.

- **Vehicle provisions**

  Due to the diverse geography of the district and the need to visit schools and other district worksites, the Board provides a monthly vehicle allowance to the Superintendent and other senior management positions. The monthly vehicle allowance is set at a level competitive with the vehicle allowances provided to Superintendents and other senior managers in districts of similar size and geography.

Non-cash Compensation

The non-cash elements of the total compensation package include:

- **Health and welfare benefits** such as extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.

- **Pension benefits** through either the Teachers' Pension Plan or the Municipal Pension Plan.

- **Retirement allowance**, The Board shall pay a retirement gratuity to excluded staff members retiring before age 61 under the following terms and conditions:

  Requirements

  a) The excluded staff member must have a minimum of fifteen (15) years' of service in the district.
  b) The excluded staff member must give twelve (12) months' notice of retirement.
  c) The excluded staff member must have a minimum of 150 accumulated sick days at the date of retirement.

  Amount of Gratuity

  The gratuity shall be calculated as a percentage of the exempt staff's current salary, in accordance with the following grid:

Age	Percentage
58-60	20
55-57	30

Method of Payment

The gratuity shall be paid in installments. The first instalment of $10,000 shall be paid on January 1st to persons retiring December 31st. The first instalment of $4,000 shall be paid on August 1st to persons retiring on July 31st. The remaining gratuity shall be paid in instalments of $10,000 or the balance owing, whichever is less, on each successive January 1st.

- **Paid time off**, including an annual vacation entitlement based on years of years of service. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is limited to two weeks. Unused accumulated vacation above two weeks is paid out.

- In addition, executive employees receive 5 or 10 days of paid time off annually, in addition to annual vacation entitlement, in recognition of attendance at meetings during evenings and weekends.

- **Other vehicle-related payments**

  Exempt staff may claim
  - Reimbursement for mileage for out-of-district travel
  - Reimbursement for the cost difference in insurance from “to and from work” to “business use”.

Compensation Administration

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established for the provincial public sector by PSEC Secretariat.

- **Annual base salary administration**

  The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

  The decision whether to grant a salary increase to the position of Superintendent only, is at the sole discretion of the Board of Education and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package is not

required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

Accountability

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector

- the BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

- compensation mandates/direction facilitated by the PSEC Secretariat from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.

- proposed salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

School District 72 (Campbell River)

Summary Compensation Table at 2025

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2024/2025 Total Compensation	Previous Two Years Totals Total Compensation	
							2023/2024	2022/2023
Geoff Manning, Superintendent/CEO	$ 255,219	-	$ 19,769	$ 28,840	$ 26,259	$ 330,087	$ 257,703	
Philip Cizmic, Associate Superintendent	$ 203,237	-	$ 18,369	$ 22,966	$ 20,349	$ 264,921	$ 261,342	$ 224,274
Morgan Kyle, Associate Superintendent	$ 100,843	-	$ 5,431	$ 11,395	$ 25,139	$ 142,808	$ 241,289	$ 204,768
Kevin Patrick, Secretary-Treasurer/CFO	$ 211,882	-	$ 18,746	$ 19,726	$ 17,649	$ 268,003	$ 238,388	$ 206,187

Summary Other Compensation Table at 2025

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Geoff Manning, Superintendent/CEO	$ 26,259	-	$ 12,337	$ 5,922	$ 8,000	-	-
Philip Cizmic, Associate Superintendent	$ 20,349	-	$ 5,513	$ 7,876	$ 6,960	-	-
Morgan Kyle, Associate Superintendent	$ 25,139	-	$ 13,783	$ 7,876	$ 3,480	-	-
Kevin Patrick, Secretary-Treasurer/CFO	$ 17,649	-	$ 7,784	$ 3,687	$ 6,178	-	-

Notes

Geoff Manning, Superintendent/CEO	**General Note:** Geoff Manning received a 6.92% performance-based increase as of August 1, 2024 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff. 5 days in-lieu of attendance at board meetings is provided as additional paid leave.
Philip Cizmic, Associate Superintendent	**General Note:** Philip Cizmic received a 9.99% performance-based increase as of August 1, 2024 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff. 10 days in-lieu of attendance at board meetings and unexpected weekend work is provided as additional paid leave.
Morgan Kyle, Associate Superintendent	**General Note:** Morgan Kyle received 9.99% performance based increase as of August 1, 2024 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff. 10 days in-lieu of attendance at board meetings and unexpected weekend work is provided as additional paid leave. Morgan retired December 31, 2024
Kevin Patrick, Secretary-Treasurer/CFO	**General Note:** Kevin Patrick received a 6.95% performance-based increase as of August 1, 2024 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff. 5 days in-lieu of attendance at board meetings is provided as additional paid leave.