BOARD OF GOVERNORS

NORTH ISLAND COLLEGE

May 1, 2016

Christina Zacharuk
President & CEO
Public Sector Employers' Council Secretariat
Suite 210, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

Re: Attestation – Compensation Policy Compliance

This letter confirms that North Island College Board of Governors is aware of the executive compensation paid in Fiscal Year 2015/16 and verifies that the College is in compliance with:

- The North Island College PSEC-approved compensation plan; and
- The Management & Excluded Compensation Freeze Policy of September 2012 requiring a freeze on all management compensation.

Please let me know if there is anything more required to show compliance.

Sincerely,

Bruce Bell
Chair, Board of Governors

Cc: C. Baert, Vice President, Finance and Facilities

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NORTH ISLAND COLLEGE

TOTAL COMPENSATION PHILOSOPHY

North Island College's total compensation programs are a tool to help the institution 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.

The Guiding Principles for our total compensation programs are as follows:

Performance – Compensation programs support and promote a performance-based organizational culture, though the College does not provide performance-based bonuses or other forms of variable pay.

Differentiation – Differentiation of salary is supported where there are differences in the scope of the position within the institution and/or superior individual/team contributions by employees, within the parameters of established and approved pay bands.

Accountability – Compensation decisions are objective and based on upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds in accordance with the Taxpayer Accountability Principles.

Transparency – 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, except where disclosure is required by government regulation, statute or policy.

Sustainability – Our total compensation programs are designed, administered and updated in a fiscally responsible manner that ensures that costs are affordable and sustainable over time and continue to meet the needs of the institution.

Our total compensation program includes four main elements:

Compensation

- The College provides fair compensation, in the form of base salary, for the scope and breadth of job responsibilities and the education, competencies and experience that employees bring to their roles.

Benefits and Pension

- The College provides security and protection to employees and their families during their employment and co-contributes to their post-employment retirement plans. Benefits provided include:
    - Medical Services Plan
    - Basic Life Insurance and Accidental Death & Dismemberment Insurance
    - Short and Long Term Disability
    - Extended Health
    - Dental

- Optional Life Insurance (employee paid)
- College Pension Plan or Municipal Pension Plan (employee and employer contributions)

Career Development

- The College provides support for skill development, upgrades and other career development activities through access to professional development funds as well as project-based assignments for employees that provide opportunities for growth while achieving College operational goals and succession planning objectives.

Work/Life

- The College provides appropriate paid time off and other programs (i.e. Employee and Family Assistance Program) to help employees balance their work and personal demands.

Our comparator group 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 of the public sector, a secondary comparator group may be used. Our total compensation programs are targeted at approximately the 50th percentile of our comparator group.

We consider 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. A multi-factor job evaluation program is utilized to guide and support internal equity and ensure positions are placed appropriately within the compensation structure.

Governance and Administration

The Board of Governors is responsible for approving our overall compensation philosophy in addition to ensuring annual compensation reporting and disclosure is completed in accordance with Board policies, Government policy and legislation. The President and senior 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 Board and the Minister.

Approved by North Island College Board of Governors, November 26, 2015

Summary Compensation Table at FISCAL, 2016

Name and Position (a)	Salary (b)	Holdback / Bonus / Incentive Plan Compensation (c)	Benefits (d)	Pension (e)	All Other Compensation (expanded below)	2015/16 Total	Previous Two Years Totals	
							2014/15	2013/14
John Bowman, President	$ 170,068	$ -	$ 13,256	$ 17,482	$ -	$ 200,806	$ 200,430	$ 134,162
Carol Baert, Vice President, Finance & Facilities	$ 118,514	$ -	$ 12,576	$ 12,053	$ -	$ 143,143	$ 148,091	$ 149,659
Lisa Domae, Vice President, Learning and	$ 125,766	$ -	$ 12,231	$ 12,821	$ -	$ 150,819	$ 150,549	$ 148,701
Randall Heidt, Vice President, Strategic	$ 122,999	$ -	$ 12,165	$ 12,523	$ -	$ 147,686	$ 94,552	$ 149,659
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Summary Other Compensation Table at FISCAL, 2016

Name and Position (a)	All Other Compensation	Severance (f)	Vacation payout (g)	Leave payout (h)	Vehicle / Transportation Allowance (i)	Perquisites / other Allowances (j)	Other (k)
John Bowman, President	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Carol Baert, Vice President, Finance & Facilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lisa Domae, Vice President, Learning and Students	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Randall Heidt, Vice President, Strategic	$ -	$ -	$ -	$ -	$ -	$ -	$ -
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Notes:

John Bowman, President	**Employment agreement includes a 4 month sabbatical leave that is not accrued for and can only be taken during the term of employment upon the approval of the Board Chair with respect to reason and timing. As such, a value was not assigned to this leave in the Compensation sheet (consulted with PSEA on this item).**
Carol Baert, Vice President, Finance & Facilities	
Lisa Domae, Vice President, Learning and Students	
Randall Heidt, Vice President, Strategic Initiatives	