

May 11, 2018

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 2017/18 and verifies that the College is in compliance with:

- The North Island College PSEC approved compensation plan and complies with the guidelines; and
- The disclosed information is accurate and includes all compensation paid by the employer; 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,

A handwritten signature in black ink, appearing to read 'Derek Lamb', is written over a light blue horizontal line.

Derek Lamb
Chair, Board of Governors

Cc: C. Fowler Vice President, Finance and Facilities

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

EXECUTIVE COMPENSATION DISCLOSURE

North Island College

Summary Compensation Table at 2018

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2017/2018 Total Compensation	Previous Two Years Totals Total Compensation	
							2016/2017	2015/2016
John Bowman, President and CEO	\$ 115,378	-	\$ 13,577	\$ 18,111	\$ 63,130	\$ 210,196	\$ 200,044	\$ 200,806
Lisa Domae, Vice President, Learning and Students	\$ 128,896	-	\$ 14,632	\$ 13,892	\$ 25,000	\$ 182,420	\$ 9,441	\$ 150,818
Colin Fowler, Vice President, Finance and Facilities	\$ 129,222	-	\$ 12,411	\$ 13,116	\$ 75	\$ 154,824	\$ 108,569	
Randall Heidt, Vice President, Strategic Initiatives	\$ 129,882	-	\$ 12,435	\$ 13,366	\$ 1,875	\$ 157,558	\$ 150,458	\$ 147,687

EXECUTIVE COMPENSATION DISCLOSURE

Summary Other Compensation Table at 2018

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
John Bowman, President and CEO	\$ 63,130	-	-	\$ 60,557	-	-	\$ 2,573
Lisa Domae, Vice President, Learning and Students	\$ 25,000	-	\$ 16,494	-	-	-	\$ 8,506
Colin Fowler, Vice President, Finance and Facilities	\$ 75	-	-	-	-	-	\$ 75
Randall Heidt, Vice President, Strategic Initiatives	\$ 1,875	-	-	-	-	-	\$ 1,875

EXECUTIVE COMPENSATION DISCLOSURE

Notes

John Bowman, President and CEO	General Note: Paid Sabbatical May 1/17 - Aug 31/17 Other Note: \$75 EI rebate \$2,498 retro relating to prior year
Lisa Domae, Vice President, Learning and Students	Other Note: \$8,379 additional pay (May 1/17 - Sept 1 /17) temporary assignment to assume administrative duties for the Office of the President (while on Sabbatical leave) \$127 EI Rebate
Colin Fowler, Vice President, Finance and Facilities	Other Note: \$75 EI rebate
Randall Heidt, Vice President, Strategic Initiatives	Other Note: \$75 EI Rebate \$1,800 retro relating to prior fiscal