



May 23, 2018

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

Dear Ms. Zacharuk,


I confirm that the information contained in the attached report accurately states the executive compensation paid out in the fiscal year 2017/2018 and is in compliance with the compensation plans approved by PSEC.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Soon Kim". The signature is fluid and cursive, with a large, stylized initial "S" and "K".

Soon Kim
Chair of the Board, Capilano University

Enc.

	Policy No.	Officer Responsible	
	B.509	President	
	Policy Name	Administrator Compensation Policy	
Approved by	Replaces	Category	Next Review
Board	Memo 42	A	April 2019
Date Issued	Date Revised	Related Policies, Reference	
Nov 17, 2015	April 19, 2016	B.503, B.507, B.510	

1. POLICY STATEMENT

Capilano University provides an Administrator Compensation Policy that includes: salary, flexible group benefits, College Pension Plan and other programs and services designed to attract and reward employees' commitment and performance.

2. SCOPE

This policy applies to all regular and term-defined employees who are administrators including the President, Vice-Presidents, Deans, Directors and Managers.

3. GOVERNANCE

Capilano University's Board of Governors oversees the Administrator Compensation Policy which may be amended from time to time, as determined by the University and as approved by the Minister. The President is responsible for Capilano University's Administrator Compensation Policy, consistent with Board policy.

4. OBJECTIVES

Capilano University's Administrator Compensation Policy is intended to attract and retain skilled and knowledgeable personnel necessary to meet the University's mission and goals.

5. GUIDING PRINCIPLES

In administering the Administrator Compensation Policy, Capilano University adheres to the following guiding principles:

5.1. Performance


Employees will receive annual performance evaluations to ensure that employees are meeting the job expectations for their positions.

5.2. Differentiation

The Administrator Compensation Policy will ensure that differences in scope and responsibility are compensated appropriately in relation to all internal positions.

5.3. External Equity

Capilano University's salary scale will be reviewed periodically to work towards external equity with comparables.

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5.4. Accountability of Funds

Compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.

5.5. Fair and Consistent

The Administrator Compensation Policy will be fairly and consistently applied, based on assessing common factors for jobs, and not assessing the individual in the role.

5.6. Transparency

Compensation systems are designed, managed and communicated in a manner that ensures the Administrator Compensation Policy is clearly understood by employees and the public while protecting individual personal information.

5.7. Compliance

The Administrator Compensation Policy will be in compliance with all laws and regulations.

6. ELEMENTS OF THE ADMINISTRATOR COMPENSATION POLICY

Capilano University offers an Administrator Compensation Policy designed to remain competitive with other post-secondary institutions in British Columbia. Elements of the policy include:


6.1. Salary

Differences in scope and responsibility are compensated appropriately in relation to all internal positions.

6.2. Health and Welfare Benefits

Capilano University has a flexible benefits plan with a number of different elements, some of which can be modified in order for employees to make selections to better suit their individual needs:

- BC Medical
- Extended Health
- Dental
- Group Life and Accidental Death and Dismemberment
- Long Term Disability
- Short Term Disability
- Employee and Family Assistance Program
- Optional coverage available through flexible benefit options:

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- Health Care Spending Account
- Professional Development
- Registered Retirement Savings Plan

6.3. **General Benefits**

- Vacation
- Sick Leave

6.4. **Pension**

- College Pension Plan

6.5. **Other**

- Professional Development

7. EXTERNAL EQUITY

Capilano University's 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 institutions and other public sector employers within British Columbia. 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 required.

8. PAY POSITIONING

Capilano University targets the 50th percentile of the comparator group.

9. AFFORDABILITY AND SUSTAINABILITY

Capilano University's Administrator Compensation Policy is designed and administered in a fiscally responsible manner that ensures that costs are affordable and sustainable over time.

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
Paul Dangerfield, President	\$ 180,682	-	\$ 24,224	\$ 18,369	\$ 1,575	\$ 224,850	\$ 122,291	
Irene Chanin, Executive Director, Development & Univ. Communications	\$ 140,576	-	\$ 13,695	\$ 14,268	\$ 1,800	\$ 170,339	\$ 172,671	\$ 164,718
Richard Gale, VP Academic & Provost	\$ 174,747	-	\$ 20,459	\$ 17,004	\$ 750	\$ 212,960	\$ 208,790	\$ 192,760
Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness	\$ 93,315	-	\$ 12,752	\$ 9,471	\$ 1,050	\$ 116,588		
Jacqui Stewart, VP, Finance & Administration	\$ 157,496	-	\$ 12,339	\$ 15,985	\$ 1,800	\$ 187,620	\$ 181,430	
Michael Knudson, Associate Vice President Human Resources	\$ 140,576	-	\$ 14,665	\$ 14,268	\$ 1,800	\$ 171,309	\$ 155,840	\$ 35,376

Summary Other Compensation Table at 2018

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Paul Dangerfield, President	\$ 1,575	-	-	-	\$ 1,575	-	-
Irene Chanin, Executive Director, Development & Univ. Communications	\$ 1,800	-	-	-	\$ 1,800	-	-
Richard Gale, VP Academic & Provost	\$ 750	-	-	-	\$ 750	-	-
Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness	\$ 1,050	-	-	-	\$ 1,050	-	-
Jacqui Stewart, VP, Finance & Administration	\$ 1,800	-	-	-	\$ 1,800	-	-
Michael Knudson, Associate Vice President Human Resources	\$ 1,800	-	-	-	\$ 1,800	-	-

Notes

Paul Dangerfield, President	General Note: This is the first full year of reporting and actual salary reflects approved 2% increase effective October 1, 2017.
Irene Chanin, Executive Director, Development & Univ. Communications	General Note: Actual salary includes approved increase of 1.85% effective July 1, 2017.
Richard Gale, VP Academic & Provost	General Note: Note: Actual salary includes salary continuance for 8 months, from September 1, 2017 to April 30, 2018 in the amount of \$107,989
Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness	General Note: - salary includes a premium of \$25,011 for acting as president from 15 Jan to 4 March, 2018
Jacqui Stewart, VP, Finance & Administration	General Note: Actual salary includes approved step increase.
Michael Knudson, Associate Vice President Human Resources	General Note: Actual salary includes approved increase of 1.85% effective July 1, 2017 as well as step increase.