



29<sup>th</sup> April 2015

Christina Zacharuk  
Interim 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 2014/2015 and is in compliance with the compensation plans approved by PSEC.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Shelley McDade'.

Shelley McDade  
Chair of the Board, Capilano University

Enc.



**Capilano University**  
**Executive Compensation Disclosure Statement for 2014/2015**  
**April 27, 2015**

The following report provides an accurate representation of all compensation provided to all employees whose base salary was \$125,000 or greater in the fiscal year 2014/2015.

**Compensation Philosophy**

The total compensation packages should be designed to allow the organization to attract, retain and motivate qualified individuals.

In dealing with compensation, the Board reviews external market data provided by the Post-Secondary Employers Association and other appropriate sources, and advice it may receive from independent compensation experts. However, the Board receives direction from the Government, and as a result the Board has no independent compensation policy that it can apply at this time.

The Board recognizes that government policy ensures that total compensation is compared to institutions within the post-secondary sector and the broader public sector in British Columbia. Further, the Board recognizes the need to relate any incentive pay and bonuses, of which Capilano has none, to the institution's service and performance plans.

Executive compensation is determined with reference to a job evaluation plan and annual salary ranges for specific positions, and the benefit provisions established in our Human Resource Policies as previously approved by the Government.

For purposes of this report, total compensation includes: base salary, pension and other benefits, and perquisites.

A handwritten signature in blue ink, appearing to read 'Shelley McDade', written over a horizontal line.

Shelley McDade  
Chair of the Board, Capilano University

Attached: Appendix A – Compensation Summary Table





