



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: September 14, 2022
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
RE: Exempt Compensation Reporting

Recommendation:

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Executive Compensation Report as information and direct the Board Chair to sign an Attestation letter (attached as Appendix C) acknowledging compensation paid to executive staff during the 2021/2022 fiscal year.

Background:

The Public Sector Employers Act (PSEC) requires ongoing, annual reporting with respect to compensation for executive and exempt employees. This includes reporting for Senior employees whose annual base salary is set at \$125,000 or more, and for Executive employees, which include the CEO and next four top decision-makers, with a base salary of \$125,000 or more.

Compensation data reporting and uploading of employment contracts is done through the Public Sector Employers' Council Secretariat Labour Information Gathering and Executive Reporting system. Known as LIGER, this system streamlines both the ongoing senior employee compensation reporting requirement and the annual executive compensation disclosure requirement into one integrated online reporting system. The British Columbia Public Schools Employers' Association (BCPSEA) provides annual instructions, the PSEC guidelines, reporting timelines and requirements, as well as assistance with the LIGER system, on an annual basis.

The districts final executive compensation disclosure submission consists of three components; the attestation letter signed by the board chair and the compensation philosophy document (both of which must be uploaded as separate documents into the LIGER system), and the Summary Compensation tables, which are generated directly from the LIGER system.

Attachments:

Appendix A: Public Sector Executive Compensation Report
Appendix B: Executive Compensation Disclosure 2021-2022
Appendix C: Draft Attestation Letter