



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE  
PUBLIC MEETING  
ACTION SHEET**

**DATE:** September 15, 2023  
**TO:** Business Committee  
**FROM:** Mark Walsh, Secretary-Treasurer  
**RE:** Exempt Compensation Reporting

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**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 2022/2023 fiscal year.***

**Background:**

In British Columbia, organizations defined by the *Public Sector Employers Act* are statutorily required to disclose all compensation that is paid to the Chief Executive Officer (CEO) and the next four highest ranking or highest paid executives with decision-making authority earning an annualized base salary of \$125,000 or greater during a fiscal year. This generally applies to:

- Crown corporations and agencies
- Post-secondary institutions
- Research universities
- Health authorities
- BC Public Service (core government)
- K-12 school districts

The annual executive compensation disclosure is based on the best practice of complete transparency and therefore, full accountability for compensation paid to executives in public sector organizations in British Columbia. It is an organization's responsibility to provide the public with a clear, concise and understandable description of the link between pay and performance for its senior executives in key decision-making positions.

The organization's board chair is accountable for the accuracy and compliance of the disclosed compensation information through a signed attestation that is publicly available.

Disclosure requirements are met when the following elements are included in an organization's submission statement:

- An explanation of the employer's compensation philosophy
- A summary compensation table that including detailed notes
- A signed attestation from the board chair which is a publicly available declaration confirming the veracity of disclosure

Finally, while not an explicit requirement to be reported District staff have prioritized the minimizing of vacation payouts. Vacation payouts occur when excluded staff are unable to use their vacation balances in a given year. Payouts also occur if an employee leaves their employment mid-year after accruing vacation balance that is not used. The chart below illustrates the efforts of all departments to ensure vacation time is used.

Admin & Excluded Payouts	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<b>Totals</b>	\$ 301,306.73	\$ 231,584.06	\$ 188,196.37	\$ 181,966.93	\$ 151,043.32	\$ 32,727.31

#### **Attachments:**

Appendix A: Public Sector Executive Compensation Report

Appendix B: Executive Compensation Disclosure 2022-2023

Appendix C: Draft Attestation Letter