



MEMORANDUM

Date: June 16, 2017

Date Last Updated: **June 24, 2016**

To: Chair and Board of Governors
From: President
Subject: **MONITORING REPORT – EL-2c Compensation and Benefits**

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to fiscal integrity or public image.

I believe that this statement is fully interpreted below.

The President shall not:

- 1. Change the President's own compensation and benefits.**

Compliance will be demonstrated when a review of payroll and benefits records show that no changes have been made to the President's compensation and benefits unless consistent with a letter from the Chair of the Board of Governors.

EVIDENCE:

A review of the above-noted records by our external auditors show that the President's compensation and benefits are unchanged since the most recent letter from the Board of Governors, signed by the Chair of the Board, dated June 24, 2016.

I therefore report compliance.

2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

Compliance will be demonstrated when staff can verify that they are compensated per the appropriate collective agreement or administrative salary schedule. Compliance will also require that compensation conform to the *Public Sector Compensation Restraint to Protect Public Sectors Act, 2010*, which froze the salaries and benefits of designated positions of the college as of March 31, 2012.

EVIDENCE:

Unionized employees' salary schedules and benefit coverage descriptions are contained in their respective collective agreements. Consequently, employees can verify their wages and benefits against their collective agreements; which are available on the College's intranet site.

The administrative employees' salary schedule is posted on the College's intranet site; this enables administrative employees to verify their salary against the salary schedule. The Administrative Terms and Conditions for administrative employees is also on the intranet site so that administrative employees can check their benefits against the agreed to terms and conditions.

The financial audit completed in May, 2017 included tests of details, ensuring the employee payment agreed to their contract or collective agreement and that the employee was charged to the appropriate cost centre and account. This test ensures employees are input in to the system with the correct salary/wage amount per employee contract and disbursed accordingly. No deviations have been reported as a result of the 2015-2016 audit.

An annual compliance report is submitted to the Treasury Board pursuant to Section 7.18 of the Broader Public Sector Accountability Act, 2010, S.O. 2010, Chapter 25.

I therefore report compliance.

3. Create obligations over a longer term than revenue can be reasonably projected.

I interpret this to mean that budget is considered when hiring and/or replacing any vacant or new positions or entering into contractual arrangements. Therefore compliance will be demonstrated when the College budget process considers available resources when making staffing or contract decisions.

EVIDENCE:

Collective agreements typically extend for two to three years in the college environment. The current faculty collective agreement is a three-year and one-month term commencing September 1, 2014 and ending September 30, 2017. The current support-staff union agreement is a three-year agreement commencing September 1, 2014 and ending August 31, 2018. Provincial negotiations will begin in July 2017 for the faculty collective agreement and June 2018 for the support collective agreement.

The College's process for replacing staff includes approvals by the supervisor, the Vice President, College Services and the Director, Human Resources and Organizational Development. The process for increasing the complement requires discussion at the Senior Team and the authorization of the President.

The College follows the Broader Public Sector Procurement Directives for the acquisition of independent consulting and contracting services. All contracts must be put on a purchase order and include specified scope, milestones and deliverables under the contract along with authorized approvals and budget codes.

Steering Committees are established for major infrastructure projects to plan and monitor progress, such as the Student Wellness Centre project. MTCU special projects funding also require audits. The audits have disclosed no significant over-spending.

I therefore report compliance.

Respectfully submitted,

D. Jim Madder
President

APPENDIX A
EXHIBIT 1

Accountants' Report on Applying Specified Auditing Procedures

To the Members of the Audit Committee of
The Confederation College of Applied Arts and Technology ("Audit Committee"):

As specifically agreed, we have performed the procedures enumerated in Appendix A to assist the Audit Committee assess compliance with the "Executive Limitations for Policy Governance" of The Confederation College of Applied Arts and Technology.

The engagement to perform specified procedures was performed in accordance with standards established by the Chartered Professional Accountants Canada. The sufficiency of these procedures is solely the responsibility of the Audit Committee. Consequently, we make no representation regarding the sufficiency of these procedures either for the purpose for which this report has been requested or for any other purpose.

The results of our procedures are documented in Appendix A.

These procedures do not constitute an audit of the "Executive Limitations for Policy Governance" of The Confederation College of Applied Arts and Technology and therefore we express no opinion on compliance with the "Executive Limitations for Policy Governance."

This report is solely for the submission to the Audit Committee of The Confederation College of Applied Arts and Technology and is not intended to be and should not be used by anyone else or for any other purpose.

Thunder Bay, Canada
Date

Chartered Professional Accountants
Licensed Public Accountants

APPENDIX A
EXHIBIT 2

Appendix A

Specified Procedures	Result of Specified Procedures
1. Obtain details of the salary and benefits paid to/on behalf of the President for fiscal 2017. Verify that the President's compensation and benefits are consistent with the Board approved employment contract.	The salary paid to the President agrees to the employment contract as documented by the most recent compensation change letter approved by the Board. The performance bonus paid to the President agreed to the compensation change letter approved by the Board. The benefit premiums paid by the employer were in accordance with the available benefits listed in the employment contract.
2. Obtain the general ledger detail for the payroll source deduction remittance account. Examine all payroll source deduction remittance confirmations to ensure they were fully paid on time.	Each remittance was agreed to electronic payment confirmations and the related payment was made in full on or before the deadline.
3. Examine the expenditures reimbursed to the President via credit card. Ensure that the "(VISA) Purchasing Card Policy" has been followed in all instances. Ensure that travel expenses paid for by credit card are in accordance with the "Travel, Meals and Hospitality Policy."	We noted the following exceptions: <ul style="list-style-type: none">• 3 occurrence where a VISA transaction slip was attached without the original detailed receipt;• 7 occurrences where the amounts reimbursed for meals were over the maximum allowed by the Policy and was approved by the Board Chair;• 1 occurrence where alcohol was purchased by the President and was approved by the Board Chair; and• 1 occurrence where a missing receipt voucher was present but was not signed by the Board Chair,