



January 13, 2023

**STRICTLY PRIVATE AND CONFIDENTIAL**

Jennifer McComb  
17 Terra Nova  
Kirkland, Quebec  
H9J 1M8

Dear Jennifer,

On behalf of Canadian Campus Communities ULC it is with great pleasure to offer you full-time employment as the Assistant General Manager at the Campus1 Mtl Residence effective January 23, 2023. This offer is contingent upon the successful completion of a background check.

**Compensation**

Your annual salary will be \$80,000 (CAD) less statutory deductions. You will be paid bi-weekly through direct deposit. It shall constitute your total compensation for all hours worked required to execute your work and as the Assistant General Manager, you are not entitled to overtime pay or time off in lieu of overtime worked.

**Benefits**

You will be eligible for the Canadian Campus Communities ULC group benefits program on your first day of employment. You will be able to confirm your coverage choices in a benefits orientation sometime during the first two weeks of employment.

**Vacation & Public Holidays**

Your Vacation balance starts at zero and you will accrue Vacation hours each pay period at a rate equal to Thirteen (13) days per year in accordance with Canadian Campus Communities ULC's standard vacation policy. You will also be eligible for all public holidays recognized in Quebec.

**Agreement**


Canadian Campus Communities ULC contracts out payroll services to Fennecan who will pay you by direct deposit only. You must provide appropriate banking information in order to receive your pay. This is a condition of your continued employment.

Please read the enclosed Employment Agreement and Job Description. This offer of employment is conditional upon your acceptance of the principles set out in these documents. We ask you to sign and return them along with a signed copy of this letter as confirmation that you have read and agreed to the terms specified therein.

Please confirm your acceptance of this offer by returning the above listed items to me no later than January 20, 2023, after which this offer will become null and void.

Should you wish to receive a French translation of this offer letter and the attached documentation, please contact me. *Si vous désirez recevoir une version française de la présente lettre d'offre et de la documentation jointe, merci de me contacter.*

Regards,



Jennifer Donovan  
General Manager | Campus1 Mtrl  
Canadian Campus Communities ULC

I, Jennifer McComb, accept this employment offer with Canadian Campus Communities ULC and agree to all terms and conditions herein and to be bound by all current and future Canadian Campus Communities ULC policies.

  
**EMPLOYEE SIGNATURE**

JANUARY 15 2023  
**DATE**

Encl: Employment Agreement  
Encl: Job Description