

May 25, 2020

Christina Zacharuk  
President & CEO  
PSEC Secretariat  
Suite 210, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk,

Re: 2019/20 Executive Compensation Disclosure – Columbia Basin Trust

Enclosed please find the Executive Compensation Disclosure Report for Columbia Basin Trust (Trust) for fiscal year 2019/20.

I confirm that the Trust's Board of Directors is aware of the executive compensation paid in the prior fiscal year and that all compensation disclosed is accurate. Due to the unique arrangement wherein the President and CEO of the Trust was also the Acting President and CEO of Columbia Power from April 10, 2017 to December 31, 2019, and compensation for this role was shared by both organizations, all compensation is disclosed in the attached report for transparency purposes. The CEO's compensation was paid 50% by each corporation. There were no pre-employment payments made prior to the employment contracts. All compensation provided was within the Trust's approved compensation plan and complies with the Public Sector Executive Compensation Reporting Guidelines dated April 2020.

Sincerely,



Jocelyn Carver  
Chair, Board of Directors  
Columbia Basin Trust

Enc. 2019/2020 Executive Compensation Disclosure Report

## COMPENSATION PHILOSOPHY

### INTRODUCTION

This policy regarding the establishment and adjustment of salary levels shall apply to all employees of the Trust, subject to the provisions of specific employment contracts, Public Sector Employer's Council (PSEC) approvals and guidelines and budget approvals.

### POLICY

#### 1. CORE PRINCIPLES

The following core principles guide the design, implementation and administration of the Trust compensation philosophy:

- a. Performance: Compensation programs support and promote a performance based (merit) organizational culture. All salary increases are merit based.
- b. Differentiation: Differentiation of salary is supported where there are differences in the scope of the position and/or due to superior individual performance.
- c. Accountability: Compensation decisions are objective and based upon a clear and well documented business rationale.
- d. Transparency: Compensation programs are designed, managed and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

#### 2. MARKET COMPARATOR GROUPS

- a. The Trust's job rate (100%) reflects the target level of compensation for each position and is set at the market average level of compensation (P50) for comparable positions. The comparator group selected includes all sectors in the BC job market including Lower Mainland, and outside BC.
- b. Salary ranges for each position correspond to a point range distribution reflected for each of the 14 salary bands. Each band has a salary range between (85%) minimum and (100%) maximum. There is an ability to pay up to (10%) above the job rate maximum for special cases (e.g. exceptional performance or market conditions). The Trust does not offer bonus, incentive, holdback or any other related compensation.

### 3. BENCHMARKING

- a. The Trust evaluates and compensates positions using the Hay job evaluation methodology and jobs are placed into one of 14 salary grades based on the point ratings<sup>1</sup>. A job is evaluated by looking at the knowledge required to do the job (whether practical or intellectual), the kind of thinking required to solve the problems which the job commonly faces, the responsibilities (accountabilities) assigned, and the work environment in which the work is performed. The Compensation Plan is approved by the Public Sector Employer’s Council.

### 4. PERFORMANCE MERIT INCREASES

- a. Performance merit increases provide the opportunity for employees to increase their compensation to the top of their position’s salary range (100%) based on an annual review of their performance in their position. The employee must have successfully completed their probationary period to be eligible for a performance merit increase. The effective dates of the performance merit increases are April 1<sup>st</sup> of each year. The Trust will fund performance merit increases within their existing budgets.
- b. Performance merit increases are earned by demonstrating good and superior performance during the performance review period. The following guidelines will be used for performance merit increases:

**Developmental:** 80% - 85%

Target pay for individuals who are new or developing in the job and are not yet performing the full breadth of duties and responsibilities for the expected role level.

**Market:** 85 - 100 %

Target pay for employees who are fully seasoned in the job with the combination of experience and requirements needed to perform all duties and responsibilities expected of the job.

**Innovative Practice:** 100- 110%

Target pay for employees who consistently exceed all expectations through a unique and exceptional application of knowledge, skills and/or effort over a consistent and sustained period that justifies the use of this level.

### 5. CURRENT COMPENSATION INFORMATION

- a. There are 14 salary ranges. The lowest minimum (85%) salary range starts at \$36,800 and the highest maximum (100%) salary range is \$165,300.

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<sup>1</sup> Effective January 1, 2020, the Trust concluded the Shared Services Initiative with Columbia Power Corporation (CPC) by employing 13 additional staff previously employed by CPC. Eleven of these positions remain under the Columbia Power Compensation Structure until such time that the two compensation models will be incorporated into one framework and approved by PSEC.

JG	Minimum (85%)	Maximum (100%)
JG14	140,500	165,300
JG13	115,800	136,200
JG12	103,500	121,700
JG11	93,100	109,500
JG10	83,900	98,700
JG9	72,100	84,800
JG8	66,900	78,600
JG7	59,700	70,300
JG6	52,700	62,000
JG5	46,100	54,300
JG4	39,200	46,200
JG3	38,800	45,700
JG2	36,800	43,300

#### 4. ELEMENTS OF THE TRUST COMPENSATION PLAN

a. Base Pay

b. Leave and Statutory Holidays:

a) Statutory Holidays: The Trust observes the following 12 statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- BC Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day.

- b) Vacation
  - Employees will earn vacation based on total years of service to the Trust to a maximum of 35 days per year. This accrual will continue to end of employment or until otherwise amended by mutual agreement.
- c) Special Leave
  - Eight days per year, not cumulative, for unplanned emergencies or personal obligations.
- d) Sick Leave
  - Eight days per year cumulative to a maximum of 120 days.
- e) Flex Days
  - Management roles only. Maximum of seven days per year, not cumulative.
- f) Earned Day Off
  - Non-management roles may increase their daily schedule to allow for time off on a regularly scheduled basis.
- c. Benefits include:
  - MSP
  - Extended Health
  - Dental
  - Life
  - Dependent Life
  - Accidental Death and Dismemberment
  - Short Term Disability
  - Long Term Disability
  - Health Spending Account
  - Maternity and Parental Supplemental Unemployment Benefits
  - Employee Family Assistance Program
  - Healthy Active Employee Policy.
- d. Pension
  - A defined benefit pension plan through the Public Service Pension Plan (PSPP) is available to all Trust employees.
  - Employees hired prior to June 30, 2012 were provided the option to receive a (20%) benefit allowance to cover pension and benefits and not subscribe to the pension and benefits plans.
- e. Retirement Allowance
  - Employees eligible to retire under the Public Service Pension Plan and who have 20 or more years of service with the Trust will receive an initial one month's salary, plus an additional one-fifth of a month more for each year of service in excess of 20 years, up to three month's salary.
  - The Trust may recognize previous service an employee had with Province of BC Government Ministries and/or other Crown Corporations of the Province of BC.

**Columbia Basin Trust**

**Summary Compensation Table at 2020**

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
Johnny Strilaeff, President & CEO	\$ 214,497	-	\$ 46,739	-	\$ 9,978	\$ 271,214	\$ 260,433	\$ 259,780
Aimee Ambrosone, Executive Director, Delivery of Benefits	\$ 155,696	-	\$ 20,584	\$ 15,336	-	\$ 191,616		
Kindy Gosal, Executive Director, Special Initiatives	\$ 140,154	-	\$ 17,607	\$ 13,805	-	\$ 171,566		
Brandon Haney, Executive Director, Operations	\$ 38,955	-	\$ 4,474	\$ 3,837	-	\$ 47,266		
Christine Lloyd, Executive Director, Finance & Operations	\$ 143,072	-	\$ 18,718	\$ 14,093	\$ 4,539	\$ 180,422		

**Summary Other Compensation Table at 2020**

<b>Name and Position</b>	<b>All Other Compensation</b>	<b>Severance</b>	<b>Vacation Payout</b>	<b>Paid Leave</b>	<b>Vehicle / Transportation Allowance</b>	<b>Perquisites / Other Allowances</b>	<b>Other</b>
Johnny Strilaeff, President & CEO	\$ 9,978	-	\$ 9,809	-	-	\$ 169	-
Aimee Ambrosone, Executive Director, Delivery of Benefits	-	-	-	-	-	-	-
Kindy Gosal, Executive Director, Special Initiatives	-	-	-	-	-	-	-
Brandon Haney, Executive Director, Operations	-	-	-	-	-	-	-
Christine Lloyd, Executive Director, Finance & Operations	\$ 4,539	-	\$ 4,289	-	-	\$ 250	-

**Notes**

Johnny Strilaeff, President & CEO	<b>General Note:</b> Statutory & Health Benefits \$46,739 includes Benefit & Pension Allowance plus stat benefit premiums (CPP, EI, WCB). Johnny Strilaeff is the President and CEO of the Trust with a Salary of \$214,497. Johnny was also appointed the Acting Chief Executive Officer of Columbia Power Corporation (CPC) as of April 10, 2017 and received an additional 10% of his Trust salary as compensation for this role. Effective January 1, 2020 the Trust and CPC concluded the Shared Services Initiative. Under this model, the remaining employees of CPC became employees of the Trust who now provide services to CPC. For transparency purposes, his total compensation is disclosed by both Corporations. <b>Perquisite/Other Allowance Note:</b> Healthy Active Employee Allowance
Aimee Ambrosone, Executive Director, Delivery of Benefits	<b>General Note:</b> Statutory & Health Benefits \$20,584 includes Benefit Allowance plus statutory benefit premiums (CPP, EI, WCB) Effective Aug.15, 2019, A. Ambrosone is Acting Executive Director, Special initiatives and receives an additional 5% of her regular base Salary.
Kindy Gosal, Executive Director, Special Initiatives	<b>General Note:</b> Statutory & Health Benefits \$17,607 includes Benefit Allowance plus statutory benefit premiums (CPP, EI, WCB)
Brandon Haney, Executive Director, Operations	<b>General Note:</b> B. Haney, Executive Director, Operations was transferred to the Trust from Columbia Power Corporation (CPC) as part of the Shared Services Initiative with a salary of \$155,819. His salary is reported as of the Trust start date January 1, 2020 and for transparency purposes, his salary with CPC from April 1 to December 31, 2019 was \$120,456.
Christine Lloyd, Executive Director, Finance & Operations	<b>General Note:</b> Statutory & Health Benefits \$18,718 includes Benefit Allowance plus statutory benefit premiums (CPP, EI, WCB) <b>Perquisite/Other Allowance Note:</b> Healthy Active Employee Allowance