

June 5, 2024

File No:9625-08 ECD

John Davison
President and Chief Executive Officer
Public Sector Employers' Council
Secretariat 2nd Floor, 880 Douglas
Street
Victoria, BC VBW 2B7

Dear John Davison:

**Re: Royal BC Museum Corporation
Executive Compensation Disclosure – 2023/24**

This letter is to confirm that the Board of Directors of the Royal BC Museum Corporation is aware of and has approved the compensation information in the executive compensation disclosure report for the Royal BC Museum Corporation.

The compensation information being disclosed is accurate and includes all compensation paid by the employer, foundations, subsidiaries, or any other organization related to or associated with the employer during the period of April 1, 2023 - March 31, 2024.

This attestation verifies that the compensation provided was within the approved compensation plan and complies with the Public Sector Employers' Council Secretariat guidelines.

Yours sincerely,



Leslie Brown
Chair, Board of Directors

STATEMENT OF EXECUTIVE COMPENSATION FY 2023/24 ROYAL BC MUSEUM

Royal BC Museum (RBCM) - Compensation Philosophy

The RBCM's Management Compensation Program is based on a process which recognizes these fundamental determinants of salary:

- a. the duties to be performed;
- b. the employee's performance/potential; and
- c. salaries paid for comparable positions in the external job market.

Subject to the legislative and fiscal constraints placed upon it, it is the objective of the Board of Directors of the Royal BC Museum to pay its Chief Executive Officer a salary that is sufficiently competitive in the job market, recognizing the Chief Executive Officer's responsibility for managing \$159 million of building assets and a further \$43 million in contents (exclusive of collections) and \$199 million of insured artifacts representing the history of the Province of British Columbia.

Responsibility for Determining Compensation

The responsibility for determining base salary compensation for the Chief Executive Officer rests with the Board of Directors pursuant to the *Museum Act*. The base salary is set within the maximum total compensation guidelines as established by Cabinet and Treasury Board and was approved by the then Minister (2007).

Compensation Principles

The Royal BC Museum Compensation Program introduces contemporary compensation practices to support the following principles:

- Financial expenditures for management salaries will be controlled and managed through an approved financial control model, as approved by the RBCM Board of Directors;
- The overall salaries are controlled through the annual budget process;
- Funding for management salaries is provided by salary envelope through Minister of Finance/Ministry of Tourism, Arts, Culture and Sport

Taxpayer Accountability Principles

The Royal BC Museum Compensation Program recognizes the following Taxpayer Accountability Principles:

Efficiency: Strengthen cost management capabilities and foster a culture of cost-consciousness at all levels of public sector organizations.

Accountability: Transparently manage responsibilities according to a set of common public sector principles in the best interest of the citizens of the province.

Appropriate: Comply with a rigorous, standardized approach to performance management and employee compensation which reflects appropriate compensation for work.

Service: Maintain a clear focus on positive outcomes for citizens of BC by delivering cost-efficient, effective, value-for-money public services and programs.

Respect: Engage in equitable, compassionate, respectful and effective communications.

Integrity: Make decisions and take actions that are transparent, ethical and free from conflict of interest.

2023/24 Compensation Discussion

Total compensation includes both cash, and non-cash, compensation.

CASH COMPENSATION

Salary ranges have been established for the following employee groups:

- Chief Executive Officer: set and approved by Board of Directors and Public Sector Employer's Council
- Vice-Presidents: set and approved at Band 6 by Public Service Agency
- Department Directors: set and approved at Band 4 by Public Service Agency
- Staff: set and approved in line with BCGEU Master Agreement and Public Service Job Evaluation Plan

NON-CASH COMPENSATION

Non-cash compensation includes the following statutory and non-statutory benefits:

Statutory Holidays	Short-Term Illness and Injury
Vacation	Long-Term Disability
Maternity, Parental and Pre-Adoption Leave Allowances	Extended Health and Dental
Group Life Insurance	Employee and Family Assistance
Parking	Health Spending Account
Canada Pension	Employer Pension
Employment Insurance	Workers' Compensation

For the 2023/24 FY the following executive positions are being reported as having a base salary of \$125,000 or greater:

- Chief Executive Officer, Alicia Dubois (last day August 4, 2023 in role)
- Chief Executive Officer, Tracey Drake (first day August 2, 2023 in role); A/Vice President Strategic Operations (last day August 1, 2023 in role)
- Acting Executive Financial Officer and Vice President Operations, Anne Minnings (last day May, 19, 2023 in role)
- Executive Financial Officer and Vice President Corporate Services, Wayne Powell (first day May 15, 2023 in role)
- Acting Vice President Strategic Operations, Elizabeth Vickery (first day August 21, 2023 in role)
- Vice President Engagement and UNDRIP Implementation, Janet Hanuse (first day July 11, 2022 in role)
- Vice President Archives, Research and Collections, Jodi Giesbrecht (first day July 15, 2023 in role)

This Statement of Executive Compensation has been prepared in accordance with the guidelines as established by the Public Sector Employers Council and the *Public Sector Employers Act* and the reporting requirements contained in the *Financial Information Act*.

Contact:

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Royal BC Museum

Summary Compensation Table at 2024

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2023/2024 Total Compensation	Previous Two Years Totals Total Compensation	
							2022/2023	2021/2022
Tracey Drake, Chief Executive Officer	\$ 199,561	-	\$ 3,220	\$ 19,714	\$ 9,910	\$ 232,405	\$ 179,010	
Alicia Dubois, CEO	\$ 103,490	-	\$ 1,742	\$ 10,307	\$ 43,886	\$ 159,425	\$ 347,292	\$ 44,381
Jodi Giesbrecht, VP, Archives, Collections and Research	\$ 114,162	-	\$ 967	\$ 11,244	-	\$ 126,373		
Janet Hanuse, VP, Engagement and UNDRIP Implementation	\$ 163,865	-	\$ 2,792	\$ 16,198	\$ 1,320	\$ 184,175	\$ 129,312	
Anne Minnings, A/EFO & VP, Operations	\$ 24,465	-	\$ 266	-	\$ 1,533	\$ 26,264	\$ 51,983	
Wayne Powell, EFO & VP, Corporate Services	\$ 145,406	-	\$ 2,820	\$ 14,350	\$ 1,100	\$ 163,676		
Elizabeth Vickery, VP, Strategic Operations	\$ 100,167	-	\$ 2,450	\$ 10,136	-	\$ 112,753		

Notes

Tracey Drake, Chief Executive Officer	<p>General Note: Tracey was the successful candidate in the VP Strategic Relations position effective July 17, 2023, and received a 10% increase. Tracey was appointed as Interim CEO August 2, 2023 and received a 12% increase. Tracey received an additional 10% salary increase effective March 1, 2024 to \$201,685, plus a stipend of \$35,000 paid bi-weekly, recognizing the critical focus / priority of driving the PARC Campus project forward. This stipend is reported as part of base salary. Tracey received \$8,590 for Vehicle Transportation Allowance (leased vehicle).</p> <p>Other Note: Parking on site at RBCM is a Taxable Benefit at \$110.00/month effective April 1, 2023 - March 31, 2024 totaling \$1,320.00.</p>
Alicia Dubois, CEO	<p>General Note: Alicia received a stipend of \$20,000, that was reported as part of base salary for 2023/24 (\$103,490). An annual project stipend of \$50,000 was payable during the first three (3) years of the Term, less applicable withholdings and deductions required by law. Alicia received \$2,697 for Vehicle Transportation Allowance (leased vehicle).</p> <p>Other Note: \$35,000 reimbursed relocation expenses and parking on site at RBCM is a Taxable Benefit at \$110.00/month effective April 1/23 - July 30/23 totaling \$440.00.</p>
Jodi Giesbrecht, VP, Archives, Collections and Research	<p>General Note: Jodi joined the RBCM in the VP, Archives, Research and Collections role on July 15, 2023.</p>
Janet Hanuse, VP, Engagement and UNDRIP Implementation	<p>General Note: Janet has been in the role since July 11, 2022. Janet received a 8.75% performance-based salary increase effective July 1, 2023.</p> <p>Other Note: Parking on site at RBCM is a Taxable Benefit at \$110.00/month effective April 1, 2023 - March 31, 2023 totaling \$1,320.00.</p>
Anne Minnings, A/EFO & VP, Operations	<p>General Note: Anne joined RBCM November 28, 2022 as Interim EFO and VP Operations. Anne resigned May 19, 2023.</p> <p>Other Note: Parking on site at RBCM is a Taxable Benefit at \$110.00/month effective April 1, 2023 - April 30, 2023 totaling \$110.00.</p>
Wayne Powell, EFO & VP, Corporate Services	<p>General Note: Wayne joined RBCM in the EFO / VP Corporate Services role on May 15, 2023. Wayne received a 5% probationary increase effective December 14, 2023.</p> <p>Other Note: Parking on site at RBCM is a Taxable Benefit \$110.00/month effective June 1, 2023 - March 31, 2024 totaling \$1,100.00.</p>
Elizabeth Vickery, VP, Strategic Operations	<p>General Note: Elizabeth joined RBCM in the VP, Strategic Operations role on August 21, 2023.</p>