

June 5, 2023

File No:9625-08 ECD

John Davison
President and Chief Executive Officer
Public Sector Employers' Council
Secretariat 2nd Floor, 880 Douglas Street
Victoria, BC V8W 2B7

Dear John Davison:

**Re: Royal BC Museum Corporation
Executive Compensation Disclosure – 2022/23**

This letter is to confirm that the Board of Directors of the Royal BC Museum Corporation is aware 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, 2022 - March 31, 2023.

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 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 \$111.4 million of building assets and a further \$56 million in contents (exclusive of collections) and \$190 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 will be found from within the overall annual salary budget;

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.

STATEMENT OF EXECUTIVE COMPENSATION (2022/23) – Royal BC Museum

2022/23 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 2022/23 FY the following executive positions are being reported as having a base salary of \$125,000 or greater:

- Chief Executive Officer, Alicia Dubois (first day February 15, 2022)
- Acting Vice President, Collections and Research, David Alexander (last day April 22, 2022)
- Executive Financial Officer and Vice President Corporate Finance, Wanda Borden (last day May 28, 2022)
- Acting Executive Financial Officer, Marcus Barthropp (last day November 27, 2022 in role)
- Acting Executive Financial Officer and Vice President Operations, Anne Minnings (first day November 28, 2022)
- Acting Vice President Strategic Relations and Initiatives, Tracey Drake (first day May 15, 2022)
- Vice President Engagement and UNDRIP Implementation, Janet Hanuse (first day July 11, 2022)

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:

Lisa Stark Director People and Development Royal BC Museum (778) 584-4626 e-mail: lstark@royalbcmuseum.bc.ca	Marcus Barthropp Director Corporate Finance Royal BC Museum (778) 679-8580 e-mail: mbarthropp@royalbcmuseum.bc.ca
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EXECUTIVE COMPENSATION DISCLOSURE

Royal BC Museum

Summary Compensation Table at 2023

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2022/2023 Total Compensation	Previous Two Years Totals Total Compensation	
							2021/2022	2020/2021
Alicia Dubois, Chief Executive Officer	\$ 250,000	\$ 50,000	\$ 11,130	\$ 29,562	\$ 6,600	\$ 347,292	\$ 44,381	
David Alexander, Acting Vice President, Collections and Research	\$ 8,312	-	\$ 732	\$ 818	\$ 1,645	\$ 11,507	\$ 153,477	\$ 163,094
Marcus Barthropp, A/Executive Financial Officer	\$ 132,934	-	\$ 7,797	-	\$ 8,498	\$ 149,229	\$ 131,043	
Wanda Boden, Executive Financial Officer, VP Corporate Administration	\$ 22,921	-	\$ 2,335	\$ 2,257	-	\$ 27,513	\$ 80,814	
Tracey Drake, A/VP Strategic Relations and Initiatives	\$ 152,322	-	\$ 9,440	\$ 14,794	\$ 2,454	\$ 179,010		
Janet Hanuse, VP, Engagement and UNDRIP Implementation	\$ 111,933	-	\$ 6,131	\$ 10,918	\$ 330	\$ 129,312		
Anne Minnings, A/EFO & VP, Operations	\$ 44,847	-	\$ 4,116	-	\$ 3,020	\$ 51,983		

EXECUTIVE COMPENSATION DISCLOSURE

Summary Other Compensation Table at 2023

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Alicia Dubois, Chief Executive Officer	\$ 6,600	-	-	-	\$ 6,270	-	\$ 330
David Alexander, Acting Vice President, Collections and Research	\$ 1,645	-	\$ 1,645	-	-	-	-
Marcus Barthropp, A/Executive Financial Officer	\$ 8,498	-	\$ 8,498	-	-	-	-
Wanda Boden, Executive Financial Officer, VP Corporate Administration	-	-	-	-	-	-	-
Tracey Drake, A/VP Strategic Relations and Initiatives	\$ 2,454	-	\$ 2,124	-	-	-	\$ 330
Janet Hanuse, VP, Engagement and UNDRIP Implementation	\$ 330	-	-	-	-	-	\$ 330
Anne Minnings, A/EFO & VP, Operations	\$ 3,020	-	\$ 2,690	-	-	-	\$ 330

EXECUTIVE COMPENSATION DISCLOSURE

Notes

Alicia Dubois, Chief Executive Officer	<p>General Note: Alicia's annual salary is \$250,000 plus a \$50,000 stipend. During the first three (3) years of the Term, RBCM will pay an annual project stipend of \$50,000, less applicable withholdings and deductions required by law. Alicia's actual base salary is representative of one full year in CEO role. Per contract, Alicia received \$6,270 for Vehicle Transportation Allowance. Alicia did not earn any external compensation in reporting period.</p> <p>Other Note: Parking on site at RBCM - Taxable Benefit \$110/month effective January 1/23. Total \$330 for January 1/23 - March 31/23.</p>
David Alexander, Acting Vice President, Collections and Research	<p>General Note: David was the A/VP Collections and Research and resigned from RBCM April 22/22 and left the BC Public Service. David received \$1,645 in vacation payout.</p>
Marcus Barthropp, A/Executive Financial Officer	<p>General Note: Marcus was in A/EFO role May 31/22 - November 27/22. Marcus' base role is Director, Corporate Finance. Marcus received a 4% salary increase July 1/22 in the A/EFO role. Total salary in A/EFO role is \$65,409. Upon return to base role November 28/22, Marucs received a 4% salary increase. Total salary in base role is \$67,525.</p>
Wanda Boden, Executive Financial Officer, VP Corporate Administration	<p>General Note: Wanda left the RBCM effective date May 27/22.</p>
Tracey Drake, A/VP Strategic Relations and Initiatives	<p>General Note: Tracey was appointed to the A/VP Strategic Relations and Initiatives role May 15/22. Tracey's base position is the Director, Marketing, Communications and Business Development. Tracey received a 6% salary increase effective July 1/22 in the A/VP Strategic Relations and Initiatives role, earning \$136,894 from May 15/22 to March 31/23. Tracey's earnings in her base role from April 1/22 - May 14/22 is \$15,428. Tracey will receive a 6% increase upon return to her base position.</p> <p>Other Note: Parking on site at RBCM - Taxable Benefit \$110/month effective March 1/23.</p>
Janet Hanuse, VP, Engagement and UNDRIP Implementation	<p>General Note: Janet joined the RBCM in the VP Engagement and UNDRIP Implementation role on July 11/22.</p> <p>Other Note: Parking on site at RBCM - Taxable Benefit \$110/month effective March 1/23.</p>
Anne Minnings, A/EFO & VP, Operations	<p>General Note: Anne joined RBCM November 28/22 as interim EFO and VP Operations. Anne resigned May 19/23.</p> <p>Other Note: Parking on site at RBCM - Taxable Benefit \$110/month effective March 1/23.</p>