



**BOARD OF DIRECTORS**  
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May 29, 2019

Christina Zacharuk  
President and CEO  
Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas Street  
Victoria BC V8W 2B7

Dear Ms. Zacharuk:

Further to the Public Sector Executive Compensation Disclosure Guidelines, please find attached the Statement of Executive Compensation covering the fiscal 2018 period for WorkSafeBC.

In accordance with the Disclosure Checklist provided, the following information has been entered into the Labour Information Gathering and Executive Reporting (LIGER) system:

- all compensation plans and contracts for disclosed executives
- the compensation information for the top five decision making executives
- WorkSafeBC Compensation Philosophy

To complete this filing in accordance with the direction received, I provide an attestation to the following:

- The Board of Directors is aware of the executive compensation paid in the prior fiscal year.
- The compensation information being disclosed is accurate and includes all compensation paid by the WorkSafeBC, foundations, subsidiaries, or any other organization related to or associated with WorkSafeBC.
- The disclosed information also includes the value of any pre- or post-employment payments made during the 12 month period before or after the term of employment.
- The compensation provided was within approved compensation plans and complies with these guidelines.

Should you have any questions regarding the details provided in the submission I would ask that you contact Nancy O'Krafka, Director Total Rewards and Human Resources Information Systems at 604-276-3325. Should you have any other questions, I would be happy to assist you.

Yours Sincerely,

Ralph McGinn  
Chair, WorkSafeBC Board of Directors

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# Board of Directors

## Compensation Philosophy

### Introduction

The Board of Directors (BOD), under its Terms of Reference, are responsible for the compensation structures for the executive level positions within WorkSafeBC (WSBC). The BOD also is responsible for the review and approval of changes proposed to the compensation programs for the management group within the organization. To guide these decisions the BOD has established this Compensation Philosophy to provide transparency and accountability to the process.

### Objectives

Within the BOD's guiding principles of managing the resources of WSBC, the objectives set for the compensation philosophy are:

- To meet its mandates, WSBC must develop and retain staff with the skills, experience and knowledge required to achieve the goals and objectives established by the BOD;
- WSBC must be able to attract highly qualified individuals to join the organization to allow for current and future needs to be met; and
- The compensation program must be designed in a way which is fully aligned with the goals and objectives of WSBC to create the high performance culture required to meet these objectives.

### Guiding Principles

The compensation program is based on the following foundational principles:

- **Performance** – Compensation programs support and promote a performance-based (merit) organizational culture.
- **Differentiation** – Differentiation of salary is supported where there are differences in the scope of the position within an organization, and/or due to superior individual team contributions.
- **Accountability** – Compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
- **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.

In addition, the following parameters have been set for the creation and maintenance of compensation programs for executive and management staff at WSBC:

- Base salaries will be competitive with salaries offered to comparable positions in other relevant organizations;
- Salary scales will reflect each job's value to the organization and ensure that salary levels are internally equitable and consistent within and across functions;
- Where appropriate , salary policy will reward individual employees for performance, skills and behaviours that are important to the organization's success.

## **Administration**

### **Comparison Groups**

To fulfill the guiding principles, the BOD has established the comparison groups for WSBC as the following:

- Other Workers' Compensation Boards, as selected by the Board of Directors;
- Other B.C. Crown Corporations, as selected by the Board of Directors; and
- Any other relevant comparison group(s), as selected by the Board of Directors.

The BOD recognized that the most appropriate comparisons come from the looking at the sectors where WSBC loses employees to and where WSBC recruits employees from. Given the diverse nature of positions at WSBC these pools may differ across the organization. In general, other relevant comparison groups will include the National Public Sector, the National Insurance Sector and the Provincial Private Sector. For corporate service type roles, the BC Public Sector is used as a comparator; private sector comparisons are used where there are cases of high demand talent.

### **Ongoing Review**

To facilitate the administration of this philosophy, when directed, WSBC will retain a third party with specific expertise in the area of compensation surveys and plan development to conduct reviews of the relevant comparators to make sure that the principles of this philosophy are met.

The BOD will review existing compensation plans as a standing item on its annual agenda.

### **Progression**

Once it is established, any movement through an approved salary range will occur only where justified by performance. A current performance evaluation showing the required levels of performance to justify such movement must be provided and reviewed before any movements are approved, in accordance with the Salary Administration Guidelines.

Summary Compensation Table at 2019

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2018 Total Compensation	Previous Two Years Totals Total Compensation	
							2017	2016
Diana Miles, President and CEO	\$ 323,631	\$ 26,316	\$ 10,417	\$ 30,214	\$ 7,500	\$ 398,078	\$ 398,075	\$ 398,461
Trevor Alexander, Sr VP Operations	\$ 255,680	\$ 20,729	\$ 20,843	\$ 23,455	\$ 7,500	\$ 328,207	\$ 322,301	\$ 316,664
Brian Erickson, Sr VP Finance/IT & CFO	\$ 283,406	\$ 22,994	\$ 19,441	\$ 26,339	\$ 7,500	\$ 359,680	\$ 353,757	\$ 347,439
Kevin La Freniere, VP Bus An, Corp Comm&Marketing	\$ 244,760	\$ 19,858	\$ 20,165	\$ 22,673	\$ 7,500	\$ 314,956	\$ 309,880	\$ 303,978
Anne Naser, Chief Information Officer	\$ 98,493	-	\$ 8,316	\$ 9,425	\$ 58,653	\$ 174,887	\$ 308,013	\$ 302,498
Ian Shaw, Sr VP and General Counsel	\$ 251,264	\$ 20,694	\$ 20,417	\$ 19,773	\$ 7,500	\$ 319,648		

**Summary Other Compensation Table at 2019**

<b>Name And Position</b>	<b>All Other Compensation</b>	<b>Severance</b>	<b>Vacation payout</b>	<b>Leave payout</b>	<b>Vehicle / Transportation Allowance</b>	<b>Perquisites / other Allowances</b>	<b>Other</b>
Diana Miles, President and CEO	\$ 7,500	-	-	-	\$ 7,500	-	-
Trevor Alexander, Sr VP Operations	\$ 7,500	-	-	-	\$ 7,500	-	-
Brian Erickson, Sr VP Finance/IT & CFO	\$ 7,500	-	-	-	\$ 7,500	-	-
Kevin La Freniere, VP Bus An, Corp Comm&Marketing	\$ 7,500	-	-	-	\$ 7,500	-	-
Anne Naser, Chief Information Officer	\$ 58,653	-	\$ 4,121	-	\$ 3,462	-	\$ 51,070
Ian Shaw, Sr VP and General Counsel	\$ 7,500	-	-	-	\$ 7,500	-	-

**Notes**

Diana Miles, President and CEO	<b>General Note:</b> Effective October 1, 2018, past practice of retaining a percentage of an executive salary to be paid as an annual lump sum "holdback" was eliminated for executives in the public sector. The annual salary for Diana Miles is \$349,947. The amount reported under holdback include a payment of \$26,316 in recognition of the period of January 1, 2108 to September 30, 2018.
Trevor Alexander, Sr VP Operations	<b>General Note:</b> Effective October 1, 2018, past practice of retaining a percentage of an executive salary to be paid as an annual lump sum "holdback" was eliminated for executives in the public sector. The annual salary for Trevor Alexander is \$276,409. The amount reported under holdback include a payment of \$20,729 in recognition of the period of January 1, 2018 to September 2019.
Brian Erickson, Sr VP Finance/IT & CFO	<b>General Note:</b> Effective October 1, 2018, past practice of retaining a percentage of an executive salary to be paid as an annual lump sum "holdback" was eliminated for executives in the public sector. The annual salary for Brian Erickson is \$306,400. The amount reported under holdback include a payment of \$22,994 in recognition of the period of January 1, 2018 to September 30, 2018
Kevin La Freniere, VP Bus An, Corp Comm&Marketing	<b>General Note:</b> Effective October 1, 2018, past practice of retaining a percentage of an executive salary to be paid as an annual lump sum "holdback" was eliminated for executives in the public sector. The annual salary for Kevin La Freniere is \$264,345. The amount reported under holdback include a payment of \$19,858 in recognition of the period of January 1, 2018 tp September 30, 2018.
Anne Naser, Chief Information Officer	<b>General Note:</b> Left WorkSafeBC to take the Sr VP IT at BCI. <b>Other Note:</b> Retirement allowance paid out
Ian Shaw, Sr VP and General Counsel	<b>General Note:</b> Effective October 1, 2018, past practice of retaining a percentage of an executive salary to be paid as an annual lump sum "holdback" was eliminated for executives in the public sector. The annual salary for Ian Shaw is \$271,958. The amount reported under holdback include a payment of \$20,694 in recognition of the period of January 1, 2108 to September 30, 2018.