

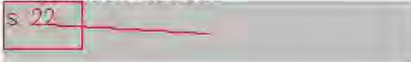


OFFICE OF THE CHAIR

British Columbia Ferry Services Inc.
500 – 1321 Blanshard Street
Victoria, BC V8W 0B7
Tel (250) 381-1401
Fax (250) 978-1953
www.bcferrries.com

March 6, 2023

Nicolas Jimenez



Re: Executive Employment Agreement – President & CEO

Dear Nicolas:

We are pleased to offer you employment with British Columbia Ferry Services Inc. ("BC Ferries") on the following terms and conditions ("Agreement").

Term

1. Your employment with BC Ferries will commence on March 6, 2023 and will continue indefinitely unless or until terminated in accordance with the terms of this Agreement.

Position and Duties

2. You will be employed as the President and Chief Executive Officer ("President & CEO") of BC Ferries. You will report directly to the Board of Directors of BC Ferries ("Board") through the Chair of the Board.
3. Your general duties and responsibilities are summarized in the position description which is appended as Schedule "A" to this Agreement. You understand and agree that BC Ferries may make reasonable changes to your duties, responsibilities and your position description from time to time, provided such changes do not fundamentally alter the nature of your role as President & CEO. You agree that such changes are a normal incident of your employment and will not constitute a breach of the Agreement, or a constructive dismissal.
4. You acknowledge that in your role as President & CEO you are employed in a fiduciary capacity and you will occupy a position of significant trust and confidence. You will perform your employment duties honestly and in good faith. You agree to act and conduct yourself at all times in the best interests of BC Ferries.
5. You will perform your employment duties and responsibilities from Vancouver, BC at a Point of Assembly to be confirmed in consultation with you.

Salary

6. Your annual base salary will be \$422,240.00, which will be paid in bi-monthly installments in accordance with BC Ferries' regular payroll procedures. This represents the current maximum base salary permitted by the BC Ferries Executive Compensation Plan for the role of President & CEO of BC Ferries. You understand that your compensation is governed and limited by the terms of the BC Ferries Executive Compensation Plan, a copy of which is enclosed with this Agreement. The Compensation Plan contemplates that salary ranges may be adjusted annually, subject to B.C. Ferry Authority approval.

Benefits

7. You will be eligible to participate in the Executive Benefits Plan that BC Ferries makes available to its executive level employees from time to time, subject to the rules, terms and conditions of such plans. The Executive Benefits Plan currently includes medical, dental, extended health, life insurance, long-term disability insurance and a health spending account. BC Ferries will pay the full cost of the monthly premium for the Executive Benefits Plan. BC Ferries' obligations under the plan is limited to the payment of the premium. All decisions regarding eligibility and coverage will be made by the benefit carrier(s) and BC Ferries will not bear any responsibility or liability therefor.

Pension and Retirement Benefits

8. You will be enrolled in the British Columbia Public Service Pension Plan ("PSPP"), subject to the rules, terms and conditions of the PSPP. The PSPP is a contributory, defined benefit pension plan. The cost of participating is shared by both BC Ferries and you. Information regarding the PSPP is available on their website at <https://pspp.pensionsbc.ca/>. Participation in this Plan forms part of the terms and conditions of your employment with BC Ferries; the PSPP is subject to amendment from time to time by the PSPP, at their discretion.
9. In addition to your participation in the PSPP, in recognition of the possibility that your mid-career employment departure from your prior employer, and mid-career engagement with BC Ferries may result in a lesser pension when you retire from BC Ferries as compared to that which you would receive under the terms of your prior employer's plan, based on the terms of such plans as of the date hereof (the "Prior Plans"), BC Ferries wishes to ensure you are able to receive a monthly lifetime retirement pension following your eventual termination or retirement from BC Ferries, or age 60 if later (the "Pension Start Date") that is no less than that which the Prior Plans would have provided.
 - a. For the purpose of the preceding paragraph, in the event that (i) below, exceeds (ii) below, BC Ferries shall pay a supplemental monthly lifetime pension benefit to you from and after the Pension Start Date equal to (i) less (ii), or at your option, an actuarial equivalent lump sum (determined using the actuarial basis used by the PSPP at the relevant time) where (i) and (ii) are as follows:
 - i. The monthly pension benefit that would be payable to you on the Pension Start Date from the Prior Plans, if the Prior Plans treated your service with both your prior employer and BC Ferries to the date of your eventual termination or retirement from BC Ferries as continuous, and including earnings from both employers in the highest average earnings formula, with a pension commencing on the Pension Start Date.

- ii. The sum of the monthly pensions that would be payable from the PSPP if commenced on the Pension Start Date, based on your service and earnings with BC Ferries only, and the pensions that would be payable from the Prior Plans, based on service and earnings with the prior employer only, but including pre-pension commencement indexing to the extent the Prior Plans provide, if commenced on the Pension Start Date, in each case without regard to when and in what form the respective pensions actually commence.
 - b. The normal form of the above supplemental lifetime pension benefit would be the same as the normal form of the pension under the PSPP. Any payments made pursuant to the foregoing would be subject to income taxation. BC Ferries will not set aside any funds or security for the above benefits. Supplemental pension benefits will be paid out of BC Ferries general revenues. In the event that (ii) exceeds (i) above, BC Ferries will not be required to pay any supplemental pension benefit pursuant to this paragraph 9.
 - c. Following the Pension Start Date, if the total contributions required of you during the term of your employment for participation in the PSPP, exceed the total contributions which would have been required of you for participation in the Prior Plans with your prior employer over the same period (expressly including, for clarity, the cost of any supplemental plan in which you may have participated with your prior employer), BC Ferries shall reimburse you for such difference. BC Ferries shall be entitled to review any reasonably requested documents for the purpose of confirming the quantum and existence of any difference in total contributions which may have been required.
10. Upon providing BC Ferries with a minimum of two (2) months' notice of your retirement, and provided that you are drawing a pension from the PSPP upon your retirement, you will be eligible to receive an additional retirement allowance payment from BC Ferries calculated as follows:
 - a. an amount equal to your base salary for one month, based on your base salary as of the date of your retirement; and
 - b. for each completed year of service exceeding 20 years, to an additional amount equal to one-quarter of your monthly base salary. Your prior service with ICBC, the Government of British Columbia and any other Crown corporation will be counted towards your service for the purposes of calculating your service under this term only.
 - c. In the event of a severance package this retirement allowance benefit is not payable.
11. Upon your retirement from BC Ferries, it is acknowledged that the premiums for retiree health and welfare benefits commensurate with the benefits provided by your prior employer, with the exception of LTD which will not be continued during retirement, subject to the rules, terms and conditions of such prior employer's retiree health and welfare plan shall be paid either directly by your prior employer, or by BC Ferries, upon mutual agreement with your prior employer.
12. Upon your retirement from BC Ferries, you will also be eligible for an Executive Retiree Travel Pass.

Vacation

13. You will be entitled to seven (7) weeks annual vacation. Unused vacation may be carried over to the year following the year in which it was accumulated; however, if it is not used by the

end of that following year it must be paid out as a lump sum. Public sector guidelines apply to vacation roll-over to mitigate excessive accrual.

Vehicle Allowance

14. You will be provided with a vehicle allowance of \$580/month which is a taxable benefit. BC Ferries will also reimburse you for the cost of gas and ICBC insurance. You agree to track the business kilometers travelled annually for the purposes of determining the value of the taxable benefit received.

Expenses

15. You will be reimbursed for any receipted business expenses incurred in the course of performing your employment duties in accordance with BC Ferries' Travel and Business Expenses Policy. It is expressly acknowledged that you will be required to travel between Vancouver and Victoria regularly for work purposes, and that reasonable expenses incurred in the regular course of such travel shall be reimbursable subject to BC Ferries' Travel and Business Expenses Policy.

Policies

16. You agree to comply with any policies, procedures, rules, regulations and job requirements that BC Ferries may establish and amend from time to time, including BC Ferries Corporate Policies and Code of Business Conduct and Ethics (the "Code"), which form part of the terms and conditions of your employment with BC Ferries. You acknowledge that you have been provided with a copy of all such corporate policies and the Code prior to your execution of this Agreement. You further acknowledge and agree that you will access and review them from time to time for any amendments, as you are required to understand and adhere to all corporate policies and the Code during the course of your employment.

Confidentiality

17. Further to the confidentiality obligations in the Code and any BC Ferries policy or procedure regarding confidential information, you will not, during your employment or at any time thereafter, divulge, disclose, furnish, provide access to, or use any Confidential Information, for any purpose other than the purposes of performing your employment duties to BC Ferries, or unless you are required to do so by law.

"Confidential Information" in the Code and in this Agreement refers to any information disclosed to, used by, developed by, or made known to you in the course of your employment with BC Ferries that is not generally known by persons outside of BC Ferries, or is otherwise proprietary to BC Ferries, its subsidiaries, customers or contractors.

You agree that this confidentiality term will survive the termination of your employment with BC Ferries.

Personal Information and Privacy

18. During your employment, BC Ferries may collect, use, and disclose your personal information for the purposes of administering and managing the employee-employer relationship. BC Ferries may collect, use and disclose your personal information only for those purposes, or as permitted or required by law.

19. As a BC Ferries employee, you agree to handle any personal information in BC Ferries' custody and control in accordance with the requirements in the *Freedom of Information and Protection of Privacy Act*, as amended.

Non-Solicitation

20. During the term of this Agreement and for a period of 12 months following its termination for any reason, you agree not to
- a. solicit or encourage any employee of BC Ferries to leave their employment with BC Ferries;
 - b. solicit, divert or take away from BC Ferries the business of any customer of, or supplier to BC Ferries.

Resignation

21. If you wish to resign from your employment with BC Ferries, you must give two (2) months' written notice. BC Ferries may waive any part of such notice and if it does so then you will be excused from performing your duties during that portion of the resignation notice period. BC Ferries will continue to pay your wages and benefit premiums for the balance of the resignation notice period.

Termination Without Cause

22. In the event BC Ferries terminates your employment without cause, you will be entitled to the following:
- a. payment of severance in an amount equal to twenty-four (24) months' salary ("Severance"). The Severance will be credited as service under the PSPP and is inclusive of the pay in lieu of notice owed to you upon termination pursuant to the *British Columbia Employment Standards Act*, as amended ("ESA");
 - b. BC Ferries will continue to pay the premiums for the Executive Benefits Plan for a period of twenty-four (24) months to continue those benefits where permitted, subject to the rules, terms and conditions of the Executive Benefits Plan ("Benefits Continuation"). For clarity, long-term disability coverage cannot be continued post-termination pursuant to the terms of the Executive Benefits Plan; and
 - c. payment of any accrued and outstanding wages, including vacation pay, and any other payments or entitlements owed to you pursuant to the ESA. This will be paid out to you in a lump sum upon termination.

The Severance will be paid in the form of salary continuance payments ("Continuance Payments") in accordance with BC Ferries' regular payroll practices, as amended from time to time ("Continuance Period"), with the exception of the minimum payment in lieu required by the ESA and the retirement allowance referenced in 10 c., which will be paid out as a lump sum upon termination.

This termination clause represents your full entitlement to notice, pay in lieu of notice and severance, upon termination without cause and is intended to displace any entitlement to reasonable notice at common law.

Change of Control

23. In the event of a material change in the ownership or control of BC Ferries, including a reversion to a Crown Corporation or Government department, you may elect to end your employment with BC Ferries, and in such circumstances, you will be entitled to the same payments and entitlements owed to you under this Agreement upon termination without cause in paragraph 22.

Mitigation

24. You will remain subject to a duty to mitigate any loss or damage arising from the termination of this Agreement.
25. You agree to conduct a reasonable job search and notify BC Ferries in writing should you obtain New Employment. If you secure New Employment prior to the end of the Continuance Period, the Continuance Payments and Benefits Continuation will end on the date that you commence such New Employment, and BC Ferries will pay you a lump sum equal to 50% of the remaining Continuance Payments that you would have received had you not secured New Employment prior to the end of the Continuance Period.
26. In this Agreement, "New Employment" means any ongoing activity from which you earn remuneration from the provision of your services, temporary or permanent, and whether as employee, contractor, consultant or otherwise.

Termination for Cause

27. BC Ferries may terminate your employment without any notice, payment in lieu of notice or severance compensation, for cause.

General Terms

28. All amounts required to be paid to you under this Agreement will be paid less all deductions required by law.
29. You acknowledge and agree that this Agreement has been executed in exchange for good and valuable consideration. You waive any and all defences relating to an alleged failure or lack of consideration in connection with this Agreement.
30. This Agreement shall be governed by the laws of British Columbia. You agree that any and all disputes related to this Agreement shall be resolved exclusively by mediation, and if the mediation is unsuccessful, then pursuant to an arbitration under the British Columbia *Arbitration Act*, S.B.C. c. 2, as amended, to the exclusion of any action in a court of competent jurisdiction.
31. This letter and the documents and policies incorporated by reference, constitutes your entire employment agreement with BC Ferries. It replaces and supersedes any and all other agreements between you and BC Ferries. You agree that there are no collateral contracts or agreements between you and BC Ferries, that neither of us has made any representations to the other, including but not limited to negligent misrepresentations, except such representations as are specifically set forth in this Agreement. In the event of a conflict between this Agreement and any other document or agreement expressly incorporated by reference, the terms of this Agreement will prevail.

32. If any provision of this Agreement is declared invalid, void or unenforceable, it shall be severable and deemed to be deleted and all other remaining provisions shall remain valid and binding on the parties.
33. Without limitation, it is intended that all of your entitlements under this Agreement, including the termination entitlements, will meet or exceed what is required by the ESA. If at any time the ESA provides for a greater entitlement than what is set out in this Agreement, you will receive the greater entitlement required by the ESA.
34. No waiver or amendment of this Agreement, or any term, condition or covenant of this Agreement, will be valid unless it is in writing and signed by both parties.
35. All paragraphs and covenants contained in this Agreement are severable, and in the event that any of them shall be held to be invalid, unenforceable or void, such paragraphs or covenants shall be severed and the remainder of this Agreement shall remain in full force and effect.
36. You confirm you have read this Agreement, and all enclosed documents including the corporate policies and the Code. You acknowledge that you have had an opportunity to seek independent legal advice prior to the execution of this Agreement.

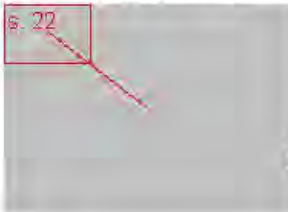
To confirm your acceptance of our offer of employment on the terms set out in this agreement, please sign where indicated below and return a copy to: Joy MacPhail at joymacp@telus.net by March 6, 2023.

Yours very truly,

 s. 22

Joy MacPhail
Chair, Board of Directors
British Columbia Ferry Services Inc.

I, **Nicolas Jimenez**, have read and understand this employment agreement and all attached and enclosed documents. I accept the position of President & CEO on the terms and conditions set out in this Agreement.

 s. 22

Jimenez

Mar 7 / 2023
Date

Attach.

- Schedule "A": President & CEO Position Summary

SCHEDULE A: PRESIDENT & CEO POSITION SUMMARY



Position Summary

Job Title: President & CEO

Position Responsibilities

General

Reporting directly to the Board of Directors of British Columbia Ferry Services (BCFS), the President & CEO has overall responsibility to the Board for leading and managing the Company through the development and implementation of BCFS strategies and policies, ensuring the work of the entire Company aligns with the overall vision, mission, goals, and objectives of the organization's strategic plan. The President & CEO will lead the executive management team and oversee the safe, efficient and effective operations of the Company's ferry transportation service.

Specific Responsibilities

Board Relations

- Forge a constructive, trusting partnership with the Board to create an aspirational vision and strategic plans which incorporate the support of the public interest and balance the current and future needs of the Company.
- Establish a reporting system that delivers timely, regular, and reliable reports on performance in financial, operational, service, and labour matters. Using these key performance indicators, provide the Board and Management with an accurate assessment of the strategies, and financial and operational status of the Company.
- Identify and report to the Board the principal risks of the business, and ensure the implementation of systems to identify, monitor, and manage these risks related to financial, safety, information systems, operational, service, legal, and people matters. Material issues will be provided and reviewed with the Board in a timely manner.

Strategic Planning

- Develop a corporate vision and strategy that aligns and focuses the Company on implementation of the Board approved Strategic Plan and strategic initiatives to address, while concurrently delivering excellent services. The balanced approach will result in short term excellence and implementation of initiatives to support long term direction. Performance indicators will be developed in collaboration with the Board to track performance.
- Recommend for Board approval the annual operational and capital budgets, the levels of authority on expenditures against the annual budgets, capital plans, and other actions or transactions falling outside the plans approved by the Board.

Leadership

- Create an open results focused culture defined by strong and effective corporate governance; positive stakeholder relationships; high professional and ethical standards; adherence to legal regulations and Company standards; and a culture that encourages integrity and social responsibility.
- Champion a service-oriented culture which places customers and the public first with a focus on continued employee engagement, development and improved morale.

Communications & Stakeholder Relations

- Develop and Implement a communications program in conjunction with the Board and Board Chair to ensure BC Ferries upholds a credible respected public image.
- Maintain good working relationships with all internal and external stakeholders including the BC Ferry Authority Board, BC Ferry Commission, executive management team, regulatory bodies, customers, media, and all levels of staff.

Operations

- Ensure timely implementation of operational initiatives concurrent with delivery of efficient services by establishing and ensuring use of effective risk management, project management, governance and planning processes.
- Ensure the safe and efficient operation of BCFS, and ensure compliance with BCFS' safety, health, environment and security policies, practices, and regulations.
- Continue to improve and elevate post pandemic reliability through effective maintenance and staffing programs.

Reporting Relationships:

Reports to:

- Board of Directors of BC Ferry Authority
- Board of Directors of BC Ferry Services

Relates to:

- BC Ferry Commissioner

Direct Reports:

VP, People and Culture
VP & COO
VP, General Counsel & Corporate Secretary
VP, Strategy & Community Engagement
VP, Marketing & Customer Experience
VP & CIO
VP, Safety, Security & Environment
VP, Finance

2017

APPLICATION FOR THE 2017 CANADA'S TOP 100 EMPLOYERS PROJECT

Dear Employer:

We invite your organization to apply to the 2017 *Canada's Top 100 Employers* project. Attached is the application form for the national competition, plus 19 regional and special-interest competitions (see below) managed through our annual project. Employers complete a single application for all the competitions.

Over the summer, our editorial team will review your application to determine how your organization compares to others in your industry and region. We look for interesting employers, both large and small, with innovative programs to attract and retain talented employees.

Employers chosen for this year's *Canada's Top 100 Employers* list will be announced in a special magazine published in print and online in *The Globe and Mail* this fall. Our editors' official Reasons for Selection, detailing why each winning employer was selected, will be published simultaneously on our widely visited job search engine, *Eluta.ca*. Winners of our regional and special-interest competitions will be announced by our newspaper and magazine partners beginning later in the fall.

Publishing detailed Reasons for Selection is a distinguishing feature of our project; last year, our editorial team wrote more than 400,000 words explaining our choices. We take the time to write out lengthy Reasons for Selection so other employers can note these "best practices" and improve upon them each year. By publishing written reasons, we also aim to provide job-seekers with a better understanding of what leading employers offer, while providing transparency in the selection of winners.

There are two main qualifications to be considered for this year's competition: (1) your organization must be an industry leader in attracting and retaining quality employees; and (2) your organization should offer reasonable employment prospects –

we write from a job-seeker's perspective. Please consider these criteria carefully before you begin the application, which is time-consuming and thorough.

Keep in mind that no employer offers every perk and benefit we ask about in this application – our job is to seek out current best-practices and, to do this, we need to ask a lot of questions. We have also continued the application fee introduced in 2002 to offset the costs of managing the competition and the review process. (A letter explaining the fee is available [online](#).)

The deadline for receipt of completed applications is April 22, 2016. Please be judicious in including ancillary materials (e.g. in-house newsletters, press clippings, benefit plan booklets, annual reports). If you have questions, please contact us by email or telephone.

On behalf of our entire editorial team, thank you for your interest in this year's *Canada's Top 100 Employers* project. We look forward to reviewing your application!

Yours very truly,



Richard Yerema, Managing Editor
richard.yerema@mediacorp.ca

Yours very truly,



Anthony Meehan, Publisher
anthony.meehan@mediacorp.ca





Canada's Top 100 Employers (2017 Competition)

Request for Information

Instructions for Employers:

To be considered for the 2017 *Canada's Top 100 Employers* project, you must complete this form and return it to us by April 22, 2016.

We encourage you to follow the application form for all responses. Please include additional materials (e.g. newsletters, benefits plans and annual reports) if they are relevant. Early applications are welcome. Some helpful information on using PDF forms is available [online](#). Do not complete this form inside your web browser – use the standalone Adobe Acrobat Reader instead. We will confirm receipt of your completed application by mail. Over the summer, our editors may also ask short-listed candidates to confirm certain aspects of their applications.

Employers selected for our 2017 national list will be announced in a [special magazine](#) published this fall in *The Globe and Mail*, with our editors' detailed Reasons for Selection published on our popular job search engine, [Eluta.ca](#), the same day. Winners of our regional and special-interest competitions will be announced by our newspaper and magazine partners beginning later in the fall.



PART 1: CONTACT INFORMATION

1. Employer name (use full legal name):

British Columbia Ferry Services Inc.

2. Mailing address (head office in Canada):

Suite 500
1321 Blanshard Street
Victoria BC
V8W 0B7

3. Telephone (main):

(250)978-1187

4. Website URL:

www.bcferries.com

5. If applicable, please provide URLs for any social media sites maintained by your organization (e.g. Twitter, LinkedIn, Facebook, etc.):

<http://twitter.com/bcferries>
<http://www.facebook.com/pages/119015647934#>

6. Person responsible for this application (not published):

(a) Contact name and title:

Aggie Strzelecka

(b) Your direct email address:

aggie.strzelecka@bcferries.com

(c) Your direct telephone extension:

250-978-1349

7. (a) Alternate contact and title, for this application:

John D'Agnolo - Director, Corporate Human Resources

(b) Alternate contact's email and phone:

john.dagnolo@bcferries.com

8. Alternate contacts for special-interest competitions and our media partners. Complete the attached schedule if you would prefer that someone else at your organization serve as the contact person for our special-interest competitions and media partners.

Completed Schedule 5 is attached

PART 2: ABOUT YOUR BUSINESS

9. Please provide a brief overview of your organization's operations. (We are interested in learning more about what your organization does, its products or services and the scope of its operations.)

BC Ferries is one of the largest ferry operators in the world, providing year-round vehicle and passenger service on 24 routes to 47 terminals, with a fleet of 35 vessels. We are an essential transportation link that connects coastal communities and facilitates the movement of people, goods and services.

More details and information about business are enclosed in the attached package.

10. Briefly describe any significant developments in your business in the past year. (Please attach any newspaper articles on your organization, significant press releases, your annual report or other relevant materials.)

Baynes Sound Connector - Cable Ferry
Salish Class Vessels - 3 new dual fuel (LNG/Marine Diesel)Ferries being built

More details and information about significant developments are enclosed in the attached package.

11. Has your organization laid off employees in the past year because of economic conditions?

No Yes (Explain how the layoff was handled)

12. Are you a publicly-listed company?

Yes

Stock symbol:

13. Revenues for last fiscal year (if publicly disclosed):

14. What is the NAICS code of your primary business?

([Find our NAICS code](#))

15. If applicable, who is your main competitor in Canada?

16. Major hiring locations in Canada (city and province):

British Columbia
-Victoria
-Vancouver
-North Vancouver
-Richmond
-Nanaimo
-Courtney/ Comox
-Prince Rupert

17. Year organization founded:

18. Parent company name, if applicable:

19. Head office location (city, province/state, country):

PART 3: ABOUT YOUR WORKFORCE

20. Number of employees on March 1, 2015:

Full-time Part-Time

(a) At this location:

(b) Total in Canada:

(c) Total worldwide:

21. Number of employees on March 1, 2016:

Full-time Part-Time

(a) At this location:

(b) Total in Canada:

(c) Total worldwide:

- 22. Percentage of your workforce who are engaged on a contract basis.....
- 23. Longest number of years any worker has been with you on contract.....
- 24. Number of job applications received in Canada in the past year.....
- 25. Total jobs available to outside candidates across Canada in past year....
- 26. Average age of all employees at your organization (all levels, in Canada)....
- 27. Years that longest-serving employee has worked at your organization.....

- 28. Voluntary turnover rate for full-time employees in Canada in past year..... %
- 29. Please indicate in the table below the percentages of employees who are members of the groups shown:

Percentage who are...	Women	Visible Minorities	Aboriginal	Disabled Persons
(a) All Employees	<input type="text" value="35"/> %	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(b) Managers	<input type="text" value="24"/> %	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(c) Executive Team	<input type="text" value="30"/> %	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(d) Board of Directors	<input type="text" value="12"/> %	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

PART 4: PHYSICAL ENVIRONMENT

30. **Neighbourhood.** We are interested in the distinctive features of the neighbourhood where your head office is located:

- (a) Nearby amenities within 5 minute walk (if downtown) or 5 minute drive (suburban, campus, rural):
 - Variety of restaurants Major shopping mall
 - Daycare centre Fitness club
 - Park or wilderness area. *Name:*
 - Local recreation centre. *Name:*
 - Other amenities. *List one or two:*
- (c) Other distinctive features of your head office location (e.g. trendy neighbourhood, mountain views, nearby highway access etc.). *Point form is fine:*

The capital city of British Columbia, Victoria boasts many historic buildings and some of the best museums in Western Canada.

The area is also home to some of the country's most exhilarating scenery: there's an ocean or mountain (or both!) vista around every corner, and the city's flower gardens are famous the world over.

Whether your taste runs to golfing, hiking, biking and fishing, or you're more the shopping, dining and theatre type, Victoria has you covered. And bring the kids - the city was included in the Top 10 Family Vacations in Canada in TripAdvisor's 2011 Travelers' Choice awards.

Established in 1843 as a fort for the Hudson's Bay Company, Victoria's British ancestry is apparent in the double-decker buses, horse-drawn carriages, formal gardens and tearooms. The city is now a cosmopolitan centre with a lively entertainment scene and a wonderful array of attractions.

31. (a) **Head Office Building.** Briefly describe the distinctive features of your head office building (e.g. office tower, renovated warehouse, custom-built manufacturing facility).

BC Ferries head office is located in "The Atrium" and is Victoria's most sought after commercial building.

The Atrium Building is seven storey class AA office building with a retail podium located at the corner of Blanshard and Yates Street in the heart of Victoria's central business district. The building features forward thinking architecture, cutting edge systems and dynamic public areas including a large central atrium.

On-site amenities include a fully equipped fitness facility, shower and change rooms, 24-hour security, underground parking and secure bicycle storage. The building also benefits from ground floor retail offerings including a high quality mix of restaurants, cafes and service oriented businesses.

The Atrium Building was designed for optimized energy efficiency and environmentally conscious operations and is certified LEED Gold by the Canada Green Building Council

- (b) **Employee Consultation.** Were employees consulted in choosing the location and design of your head office?
 - Yes. *Briefly describe how the consultation was done:*

Several employee sessions were held prior to selecting and equipping / furnishing the new facility.

32. **On-Site Features of Your Main Location.** We are interested in learning more about the distinctive physical features of your main location:

(a) **Employee Work Areas.** Employees at your main location work in areas best described as (check all that apply):

- Open-concept workstations
- Traditional offices
- Industrial or factory setting. Describe:

Offices, Ferry Terminals, Fleet Maintenance Unit, and on Ships!

(b) **Employee Comfort.** Employee work areas at your main location feature (check all that apply):

- Windows that open (for fresh air)
- Ergonomic workstations
- Workstations for telecommuters
- Meditation/religious observance room
- Private sleep/nap room.
Last time you saw it used (mm/yy):

Other distinctive on-site features:

Terminals are open and spacious located at some of the most scenic spots along the BC coast. Some are near urban centers, and others in rural communities.

Ship facilities and space can be more limited on smaller vessels, and more spacious on large vessels and longer routes. Our Northern routes also have live aboard facilities for the ships' crew with private cabins.

(c) **Onsite Lunch Options** at your main location features (check all that apply):

- Free coffee or tea Full-service cafeteria:
- Free juice/soft drinks Healthy menus
- Outdoor patio/deck Special diet menus
- Outdoor barbecue Free meals daily
- Self-serve lunchroom Subsidized meals
- Discounts at local restaurants Take-home meals

Free snacks while you work. What free snacks are available today? List specific brands/items:

Drinks are free and food is half price.

If you don't provide free juice/soft drinks, what's the price of a soft drink? \$

If you have a cafeteria, what's the price of a typical sandwich (or similar lunch item) today? \$ 2.50

(d) **Employee lounge or rest areas** at your main location feature (check all that apply):

- Comfortable couches Foosball table
- Fireplace Table hockey
- Music Table tennis
- Television Board games

Video games.
Name of latest game:

Pool table.
Last time you saw it used (mm/yy):

Other interesting lounge/rest area features:

*In most terminal staff rooms. Some terminals now offer exercise rooms. On ships, there are more staff amenities on live aboard vessels.

(e) Do you have an **Onsite Fitness Facility** at your main location? Check one of these three options:

No (skip to part (f) below)

Yes: others also use it; or

only our employees use it.

Our onsite fitness facility offers:

- Free membership Rowing machines
- Subsidized membership Weights
- Treadmills Basketball court
- Stationary bikes Sauna
- Stairmasters Shower facilities

Instructor-led classes.

Most popular class (e.g. pilates, yoga):

Other interesting features of fitness facility:

At head office, long voyage ships, and some major terminals.

(f) **Other distinctive features** of your main location (e.g. glass atrium, market-style cafeteria, onsite coffee outlet, walking trails, baseball diamond). *Point-form is fine:*

- Terminals have traditional staff room facilities, fully equipped kitchens, free coffee, outside table, grassed areas, and some are directly on the beach.
- Ships by design and necessity have lesser facilities due to crews always being on emergency standby even while off duty.
- Distinctive Head Office 'Atrium' has Health and Wellness events on occasion such as Zumba, Fitness class, Health Check testing, Lunch and learns, and Information booths.

PART 5: WORK ATMOSPHERE & COMMUNICATIONS

33. **Overall Atmosphere.** Check the following items if they are available at your workplace (feel free to use the space below Question 34 to describe any of them in more detail):

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Business casual dress daily | <input type="checkbox"/> Concierge service | <input type="checkbox"/> Company-subsidized social committee. |
| <input type="checkbox"/> Casual dress (e.g. jeans) daily | <input type="checkbox"/> Can bring pet to work | Operating since (yyyy): <input type="text"/> |
| <input type="checkbox"/> Casual dress Fridays only | <input checked="" type="checkbox"/> Employee sports teams | Committee Name: <input type="text"/> |
| <input type="checkbox"/> Radio/music while working | <input checked="" type="checkbox"/> Other (describe below) | <input type="text"/> |

34. **Celebrations & Social Events.** Briefly describe any company-paid social events that took place in the past 12 months (e.g. Christmas party, unique celebrations, weekend events). *Point-form is fine:*

Christmas functions at most locations and company subsidized \$15 per person. Company wide golf tournament, fishing event, and Hockey Tournament (even our President & CEO plays!). End of summer BBQ's at each location.

35. **Company-wide Communications.** Does your organization offer the following communications/feedback tools?

- Company newsletter (enclose copy). Name: Traditional or email suggestion box
- Intranet site (describe features, like social media or employee classified ads). Name:

PART 6: HEALTH BENEFITS

36. **Description of Health Plan.** Please attach a copy of the booklet that your company provides to new employees describing your company's health benefits plan. **Important:** If you have different benefit plans for employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 6 for each employee group.

- We have multiple health plans. This Part 6 covers these employees:
- Plan insurer: and they comprise % of our total employees in Canada.

37. **Basic Health Benefits Plan:**

- | | |
|---|--|
| (a) Your company pays <input type="text" value="100"/> % of the premiums associated with your basic health benefits plan. | (e) Are family and spousal coverage offered under your basic health benefits plan?
<input checked="" type="checkbox"/> Yes, company pays <input type="text" value="100"/> % of premiums |
| (b) <input type="checkbox"/> We have a flexible plan with custom coverage.
Employees can transfer unused credits to:
<input type="checkbox"/> Salary or savings plan <input type="checkbox"/> Extra paid time-off | (f) Does your basic plan provide coverage to retirees?
<input type="checkbox"/> Yes, company pays _____ % of premiums |
| (c) Hours per week that employees must work before they can join your basic health plan: <input type="text" value="17.5"/> | Is there an age limit for retirement coverage?
<input type="checkbox"/> Yes, up to _____ years of age; or
<input type="checkbox"/> No age limit, coverage lasts until death |
| (d) Days new employees must wait before coverage under basic plan starts: <input type="text" value="3 months"/> days after joining. | |

(g) Please indicate whether the following health benefits are included in your basic health plan (use the space below Question 38 to describe any of these benefits in more detail):

- | | |
|--|---|
| <input type="checkbox"/> Dental:
Routine care: <input type="text" value="100"/> % covered, \$ <input type="text" value="2500"/> annual max
Restorative: <input type="text" value="75"/> % covered, \$ <input type="text" value="2500"/> annual max
Orthodontics: <input type="text" value="0"/> % covered, \$ <input type="text" value="0"/> lifetime max | <input checked="" type="checkbox"/> Semi-private hospital room |
| <input type="checkbox"/> Eyecare:
\$ <input type="text" value="150"/> every <input type="text" value="2"/> years | <input checked="" type="checkbox"/> Medical equipment and supplies |
| <input checked="" type="checkbox"/> Prescription drugs | <input checked="" type="checkbox"/> Physiotherapy |
| <input type="checkbox"/> Basic fertility treatment (IUI) | <input checked="" type="checkbox"/> Massage (RMT) therapy |
| <input type="checkbox"/> IVF treatments, \$ _____ lifetime max | <input checked="" type="checkbox"/> Chiropractor |
| <input checked="" type="checkbox"/> Employee assistance plan (EAP) | <input checked="" type="checkbox"/> Osteopathy |
| <input type="checkbox"/> Fitness club subsidy (offsite), \$ _____ annual max | <input checked="" type="checkbox"/> Podiatrist |
| <input checked="" type="checkbox"/> Health spending account, \$ <input type="text" value="500"/> annual max | <input checked="" type="checkbox"/> Acupuncture |
| <input type="checkbox"/> Wellness spending account, \$ _____ annual max | <input type="checkbox"/> Naturopathy |
| | <input checked="" type="checkbox"/> Nutrition planning |
| | <input checked="" type="checkbox"/> Home care |
| | <input checked="" type="checkbox"/> Medical travel insurance |
| | <input checked="" type="checkbox"/> Other benefits included in your basic plan (describe after Question 38) |

NEW

NEW

38. **Optional & Extended Health Benefits.** Please list any other health benefits that employees can obtain (for an additional premium) beyond your basic health benefits plan:

Also covers ambulance service, prosthetics, hearing aids, hair pieces, hospital charges, Travel Medi Assist, medical exams, diabetic supplies, orthopedics, optional additional life insurance, short term injury and illness plan, and long term disability plan.

PART 7: FINANCIAL BENEFITS & COMPENSATION

39. **Financial Benefits.** Please indicate whether the following financial benefits are available at your company (use the space below Question 41 to describe in more detail). Include your employee pension booklet, if you have one. **Important:** If you have different financial benefits for employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 7 for each employee group.

Financial benefits vary by employee group. This Part 7 covers: and they comprise % of our total workforce in Canada.

Share purchase plan:
 For all employees
 For managers only

Profit-sharing plan:
 For all employees
 For managers only

Signing bonuses:
 For all positions
 For some positions

Year-end bonuses:
 For all positions.
Last year's range, from:
\$ _____ to \$ _____
 For some positions.

- Defined-benefit (DB) pension plan for new employees, with employer contributions to _____% of salary
- Defined-contribution (DC) pension plan for new employees, with employer contributions to _____% of salary
- Matching RSP plan with employer contributions to _____% of salary
- Non-matching RSP plan with employer contributions, to _____% of salary
- Basic RSP plan with payroll deductions, but no employer contributions
- Life & Disability insurance

- Employee referral bonuses: Min: \$_____ Max: \$2500
- Subsidized home insurance
- Subsidized auto insurance
- Low-interest home loans
- Discounted auto lease rates
- Subsidized home Internet
- Discounted company products or services (describe below)
- Other financial benefits (describe after Question 41)

40. (a) Do you participate in outside salary surveys?
 Yes. How often? Every: 6 Months 12 Months 18 Months 24 Months
 No. How do you determine if salary levels at your company are competitive?

(b) How often do you review salary levels with individual employees?
Every: 6 Months 12 Months 18 Months 24 Months

41. **Performance-Based & Other Rewards.** Please indicate if your organization offers any of the following performance-based rewards:

- Individual performance bonuses
- Individual "on-the-spot" rewards
- Peer-to-peer recognition awards
- Unique awards tailored to the recipient
- Long-service awards
- Other rewards (point-form is fine):

Free Ferry travel for employees and their dependents
Employee Discounts at participating businesses
BC Transit subsidy
Safety rewards through SailSafe
Health and Wellness rewards through Sprout

PART 8: FAMILY-FRIENDLY POLICIES

42. Family-Friendly Policies. We use the information in this part to consider your organization for our national and regional competitions, as well as [Canada's Top Family-Friendly Employers](#), which is announced in The Globe and Mail and on Eluta.ca each year. **Important:** If you have different family-friendly policies for various employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 8 for each employee group.



Family-Friendly benefits vary by employee group.

This Part 8 covers: who comprise % of our workforce in Canada.

(a) **Family-Friendly Benefits.** Please indicate whether your company provides any of the following:

Maternity leave top-up for mothers:

Top-up to _____ % of salary for _____ weeks

Parental leave top-up for mothers:

Top-up to _____ % of salary for _____ weeks

Parental leave top-up for fathers:

Top-up to _____ % of salary for _____ weeks

Parental leave top-up for adoptive parents:

Top-up to _____ % of salary for _____ weeks

Compassionate leave top-up:

Top-up to _____ % of salary for _____ weeks

Adoption assistance: \$ _____ per child

Formal policy lets employees extend parental leave to become unpaid leave of absence

Onsite daycare at your main location:

Free Subsidized: \$ _____ per child per year

Number of spaces: _____

This daycare is exclusively for our employees' use

Number of childcare workers (in FTEs): _____

Waiting list: _____ months

Emergency/short-term daycare onsite

Other daycare information (attach description)

Offsite daycare subsidy: \$ _____ per child

Academic scholarships for employees' children

Maximum annual scholarship: \$ _____ per child

(b) **Flexible Work Options.** Please indicate if your organization offers any of these flexible work options:

Flexible start/finish work hours

35-hour work week (with full pay)

Shortened work week (fewer hours, less pay)

Compressed work week (same hours, full pay)

Telecommuting/work from home

Reduced summer hours option

Formal "earned days off" (EDO) program (attach description):

Employees can work _____ extra hours each day and receive _____ day(s) off each month

Other (please attach description)

PART 9: PROGRAMS FOR EXPERIENCED EMPLOYEES

43. Experienced Employees. We use the information in this part to consider your organization for our national and regional competitions, as well as the [Top Employers for Canadians Over 40](#). Winners of this competition are announced nationally each spring. We want to learn about any interesting programs that assist employees as they enter the second half of their careers.



(a) Does your organization have any programs specifically designed to assist older employees?

Yes. Please attach a brief description.

No. Please skip to Question 44.

(b) Do you actively recruit new employees aged 40+?

Yes. List some typical positions:

- no fixed retirement age
- retirees can be re-hired with flexible hours
- retiree and spouse free ferry travel
- health benefits available in pension plan

(c) Check if the following benefits are offered for older employees:

Previous work experience at other employers counts towards annual paid vacation allowance

Mentorship programs to transfer retirees' skills

Assistance with succession and retirement planning

Phased-in retirement (e.g. part-time before leaving)

Paid health benefits for retirees (attach booklet)

Organized social activities/volunteering for retirees

Include a brief description of these or any other programs offered by your organization for employees aged 40+.

PART 12: VACATION POLICY & PAID DAYS-OFF

Important: If vacation and paid days-off policies at your organization vary by employee group (e.g. union, non-union, management), copy this page and complete a separate Part 12 for each employee group.

Vacation and paid days-off vary by employee group. This Part 12 covers: Exempt
and they comprise 18 % of our total workforce in Canada.

48. Vacation Allowance. How many weeks of paid vacation does your company offer to employees with the following lengths of tenure. *If you have different vacation entitlements for various employee groups (e.g. union, non-union, management), be sure to supply this information for each employee group.*

- (a) 1 Year 10 days weeks
- (b) 2 Years 10 days weeks
- (c) 3 Years 15 days weeks
- (d) 4 Years 15 days weeks
- (e) 5 Years 15 days weeks
- (f) 10 Years 20 days weeks
- (g) Maximum 30 days weeks

50. Paid Days-Off. In addition to the paid vacation allowance in Question 48, calculate the additional **paid** days-off that employees at your location receive each year:

- (a) Statutory holidays 12.0 days
- (b) Paid summer shutdown..... _____ days
- (c) Paid December 27-31 shutdown..... _____ days
- (d) Paid sick days (no doctor's note)..... _____ days
- (e) S-T disability (doctor's note req'd)... _____ days
- (f) Paid personal days-off, where employee can choose the days* _____ days
- (g) Paid personal days-off, where company specifies the days* _____ days

Total of items 50(a) to (g) above 12.0 days

** If there restrictions on how these days may be used, describe these briefly on a separate sheet.*

NEW We offer unlimited vacation allowance for all staff.

49. Leaves of absence.

- We offer unpaid leaves. Max length: _____ months
- Self-funded/deferred salary. Max length: _____ months

PART 13: COMMUNITY INVOLVEMENT

51. We are interested in learning about notable community or charitable projects where your employees are actively involved in helping others, particularly those involving skills or talents unique to your employees or organization.

(a) Geographic scope of all charities assisted:
 Local National International

(b) Does your charitable program have a particular focus? (e.g. youth, environmental, etc.)
 Yes. *Please describe:*

(c) Total number of charities assisted by your organization last year:

(d) Please list the main charities supported in past year and describe any noteworthy projects (*attach sheet*):

Examples include:
United Way - Saturday Breakfast Club - AIDS Vancouver - Battered Women Support Services - BC SPCA/WLD Aro - Deets Orphan Kitten Fund - Epilepsy & Parkinsons - Local Food Banks - Heart and Stroke - Nenaimo Unique Kids - Options Community Service - Primary Schools in Africa - Salvation Army - Scouts Canada - Van Isl Kids Club - Zeger Ranch

(e) Are employees involved in choosing the charities supported? Yes. *Describe selection process briefly:*

Employees in differing locations choose the charities they assist or participate in.

All employees who elect payroll deductions to the annual United Way Campaign also choose the registered charity that their donations are to go to.

(f) Do employees receive paid time-off to volunteer?
 Yes. How much time? _____ days/year

(g) Total employee volunteer hours (on company time) spent on charitable projects in the past year:

(h) Do you match employee donations?
 Yes. Maximum donation per year:

(i) Do you match employee volunteer hours with company donations? Yes.
Maximum donation: \$ _____ for every _____ hours

PART 14: PHOTOS & COMPANY LOGO

NEW

52. **Photos & Captions.** If your organization is selected as one of the 2017 winners, we may include a photo you submit in the print and online magazines in The Globe and Mail announcing the winner – including the cover. *These photos reach millions of readers and show job-seekers what it's like to work at your organization. Ideally, they illustrate the interesting stories and benefits you describe in this application:*

- Submit up to 15 photos with your application on a USB flash drive.
- Photos should be in original hi-res JPG format – don't reduce the file size.
- In the file name for each photo, include your company name and a caption.
- Most photos chosen for the magazine covers and online editorial features are professionally taken, with good composition and lighting. Don't add logos or text; we don't use photos showing children. [More hints](#)
- Our hi-res photos have been saved on the attached USB.



53. **Company Logo:** Please ask your graphic designer to email your colour logo (EPS format, all fonts converted to outlines). *If your organization is selected as a competition winner, we will forward your logo to our newspaper and media partners for their special magazines.*

- Our logo has been emailed to logos@mediacorp.ca

PART 15: SPECIAL-INTEREST COMPETITIONS

54. **Special-Interest Competitions.** Several of our larger special-interest competitions now have separate application forms, which are attached as optional schedules. Winners of these projects have the right to display the relevant logo for the duration of the competition year. *To apply for one or more of these competitions, check the relevant boxes below and attach the related schedules to your completed application:*

- | | |
|--|--|
| <input type="checkbox"/> Canada's Best Diversity Employers – Schedule 1 | <input checked="" type="checkbox"/> Canada's Top Employers for Young People – Schedule 3 |
| <input checked="" type="checkbox"/> Canada's Greenest Employers – Schedule 2 | <input type="checkbox"/> Canada's Top Small & Medium Employers – Schedule 4 |

PART 16: CERTIFICATION & APPLICATION FEE

I certify the foregoing information is complete and accurate. We authorize publication by you (and your editorial partners) of all information and items included with this application, including photos or other items submitted. If selected, we agree to abide by the [competition rules](#) for the Canada's Top 100 Employers project, including the logo usage rules.

Enclosed is our [application fee](#) of \$875.00 plus 13% HST (Registration #134051515 RT0001).

You can pay the application fee by:

- enclosing your cheque (*please make payable to "Canada's Top 100 Employers"*); or
- paying the fee online (*enclose your credit card receipt*). [Online payment form](#)

The fee is non-refundable and a receipt will be mailed to you, together with our editors' confirmation that your application has been received. Good luck! *The person signing this form must be the contact person listed in Question 6 above.*

APRIL 20, 2016

Signature

Date

Kindly do not fax or email your application. Please return by April 22, 2016 to:

**CANADA'S TOP 100 EMPLOYERS — 2017 COMPETITION
MEDIACORP CANADA INC., 21 NEW STREET, TORONTO, ON M5R 1P7**

**SCHEDULE 1
CANADA'S BEST DIVERSITY EMPLOYERS**

Canada's Best Diversity Employers. Now entering its 10th year, [Canada's Best Diversity Employers](#) recognizes employers across Canada that have exceptional workplace diversity and inclusiveness programs. The winning employers are announced each year in a special magazine published in The Globe and Mail and online on Eluta.ca. This competition examines a range of diversity initiatives, including programs for five major employee groups: (a) Women; (b) Members of visible minorities; (c) Persons with disabilities; (d) Aboriginal peoples; and (e) Lesbian, Gay, Bisexual and Transgendered/Transsexual (LGBT) peoples.



Complete this page to be considered for the 2017 Canada's Best Diversity Employers competition:

- (a) Is your organization regulated under any of the following Employment Equity programs?
 - Yes, *Federal Contractors Program/FCP*
 - Yes, *Legislated Employment Equity Program/LEEP*
 - Yes, provincial employment equity legislation
 - Yes, other legislation: _____
 - No, we aren't regulated under any of the above

- (b) Does your organization offer programs designed to improve workplace diversity and inclusiveness?
 - Yes. *Check all applicable and explain below:*
 - Women
 - Persons with disabilities
 - Members of visible minorities
 - Lesbian, Gay, Bisexual & Transgendered
 - Aboriginal peoples
 - New Canadians
 - Other (e.g. mental health) _____

NEW

- (c) Does your organization have a senior executive position responsible for overseeing diversity and inclusiveness initiatives? Yes

Position title:

Year established:

- (d) Does your organization have a clearly defined strategy to achieve diversity and inclusion goals?
 - Yes, *attached.* Year last updated:

- (e) Has your organization implemented initiatives related to (*check all applicable and explain below*):
 - recruitment and selection of diversity groups
 - retention and development of diversity groups
 - training and education in diversity
 - diversity employee resources/affinity groups
 - diversity leadership/management accountability
 - customer and market diversity
 - vendor and supplier diversity
 - community partnerships to support diversity

- (f) Are job opportunities posted on your website accessible to visually impaired applicants?
 - Yes

- (g) Do you track any of the following diversity measures?
 - Yes (*check all applicable and explain how tracked*)
 - number of employees from diversity groups
 - recruiting from diversity groups
 - employee perceptions of discrimination and harassment
 - management and leadership behaviour
 - benchmarking external best-practices
 - overall progress in creating an inclusive workplace

- (h) If you offer programs for LGBT employees, have you completed the free [LGBT Workplace Inclusion Mini-Index](#) survey offered by Pride at Work Canada?
 - Yes, *our score from this survey is attached*

- (i) What specific actions has your organization taken in the past year to support your diversity and inclusion programs? *Explain below or attach sheet*

SCHEDULE 2 CANADA'S GREENEST EMPLOYERS

Canada's Greenest Employers. Launched in 2007, this award recognizes employers with interesting environmental programs and Earth-friendly policies that actively involve their employees. Specifically, we are interested in employers that have incorporated environmental values into their corporate culture — and are attracting employees (and retaining them) because of these values. Competition winners will be profiled in the editorial feature published on Earth Day in The Globe and Mail and online at Elrta.ca.



Complete this page to have your organization considered for the 2017 Canada's Greenest Employers competition:

(a) Employee and Senior-Level Involvement:

Formal employee "green team"

NEW

Team name:

Informal employee-led green initiatives. *Highlight interesting employee-led green initiatives over the past year below, or use attached sheet:*

More details on our green initiatives in the attached package.

We have a senior executive position responsible for overseeing environmental initiatives:

Position title:

Year established:

Formal green strategy/policy statement (*attach*).

Last updated (year):

(b) Environmental Management Programs:

NEW

In-house waste reduction and recycling programs that extend beyond municipally-mandated minimums, e.g. paper reduction strategies, e-waste collection, waste diversion rates (if tracked). *Use additional sheet to describe.*

Partner with community organizations (e.g. Tree Canada, Bike-to-Work Week, etc.). *Use additional sheet to describe.*

Other green initiatives, from unique "line-of-business" products to programs that encourage clients and customers to incorporate environmental considerations. *Use additional sheet to describe.*

NEW

Have ongoing monitoring/environmental management system (EMS) to measure environmental initiatives and progress. *Use additional sheet to describe.*

Recently conducted environmental audit:

In-house audit. Year completed:

External audit. Year completed:

Completed by:

Publish a "Sustainability Report" or similar document that is available to the public. (*please attach report*)

Last published (year):

We aim to be carbon-neutral by (year):

We became carbon-neutral in (year):

We have not established carbon-neutral goals.

Green procurement policy for products and services purchased. *Use additional sheet to describe.*

(c) Building Footprint:

LEED **Head Office:**

Platinum Gold Silver

Certified in (year); or

pending certification.

LEED **Other Buildings:**

Platinum Gold Silver

Certified in (year); or

pending certification.

Other building accreditations (e.g. BOMA, ISO). *Use additional sheet to describe.*

Building(s) include following green features: **NEW**

Green roof Rainwater collection

Wind turbine(s) Solar heating sheets

PV solar panels Geothermal heating/cooling

Solar hot water Other (e.g. LED lighting):

SCHEDULE 3 CANADA'S TOP EMPLOYERS FOR YOUNG PEOPLE

Canada's Top Employers for Young People. First published in 2001, this annual competition recognizes the employers that lead the nation in [helping college and university graduates](#) make the transition from school to work. In addition to offering great opportunities, these employers have well-established entry-level recruitment programs that offer the best opportunities for ongoing career development and advancement. The winning employers will be announced in a large magazine distributed at campus career centres across Canada, inside The Globe and Mail and on Eluta.ca.



Complete this page to be considered for the 2017 Canada's Top Employers for Young People competition:

(a) **Recruitment Programs.** Our organization participates in the following student recruitment initiatives:

- on-campus recruitment
- summer student recruitment.
How many last year?
- co-op and work term placements.
How many last year?
- paid internships for young people.
How many interns? Attach description of type of work, duration, weekly hours.

- unpaid internships for young people.
How many interns? Attach description of type of work, duration, weekly hours.

(b) **Overall Intake.** Total number of recent graduates that your organization hired on a full-time basis last year:

(c) **Health Benefits & Flexible Work Options.** Are the benefits you described in Parts 6 and 8 above available to new graduates when they are hired on a full-time basis? Yes

(d) **Workforce Composition.** What percentage of your full-time employees in Canada are under 30 years of age? %

- (e) **Training & Development.** Our organization provides the following training and development programs for recent grads:
 - orientation program (attach description)
 - leadership development (attach description)
 - opportunities for recent graduates to interact with senior managers, e.g. special lunches and on-boarding events (attach description)
 - other development programs (describe below)

(f) **Average Salary.** The average starting salary of a new graduate hired by us for a typical position at our organization is: (choose one)

- \$25,001 to \$30K
- \$30,001 to \$35K
- \$35,001 to \$40K
- \$40,001 to \$45K
- \$45,001 to \$50K
- \$50,001 to \$55K
- \$55,001 to \$60K
- \$60,001 to \$65K
- \$65,001 to \$70K
- \$70,001 to \$75K
- \$75,001 to \$80K
- \$80,001 to \$85K
- Over \$85,000
- Commission Based

(g) **Other.** Describe below any other initiatives that make your organization a great place to start a career.

Helpful hint: Your organization can also apply to **The Career Directory** – our annual guide that lets recent grads match their degree or diploma with great employers that have entry-level recruitment programs. [Click here](#) to apply free online



**SCHEDULE 4
CANADA'S TOP SMALL & MEDIUM EMPLOYERS (SME)**

Canada's Top Small & Medium Employers (SME). Canada's SME sector is tremendously important and is responsible for: over half of the nation's gross domestic product; nearly 90% of the private-sector labour force; and over three-quarters of the new jobs created in the past decade. Now entering its fourth year, [Canada's Top Small & Medium Employers \(SME\)](#) recognizes small and medium enterprises that lead the nation in creating exceptional workplaces and progressive human resources policies. Employers are evaluated using the same eight criteria as our national competition, but must meet the Statistics Canada [definition](#) of a "small or medium enterprise". The winners will be announced in a special magazine published in The Globe and Mail and online on [Eluta.ca](#).

Your responses from the main part of this application will determine our editors' selections for Canada's Top Small & Medium Employers.

To be considered for this competition, you must confirm that your organization meets the definition of a "SME" by answering "Yes" to the following three questions:

(a) Commercial Enterprise:

Yes, we are a for-profit commercial enterprise.

(b) Less than 500 Employees:

Yes, we employ less than 500 people worldwide.

(c) Ownership & Related Companies:

Yes, our company is owned by an individual or corporation that employs less than 500 people worldwide. *If your company is a subsidiary of another organization, please provide the name and head office address of your parent company, plus the number of people it employs worldwide:*



**SCHEDULE 5
PUBLIC RELATIONS & ALTERNATE CONTACTS**

You can use this schedule to:

- Designate a Public Relations contact, who should be copied on all important correspondence from our editors (e.g. notifications that you have won a competition, requests for more information).
- Designate a third person who should be copied on all important correspondence from our editors, in addition to the alternate contact you listed in Question 7 above.
- Designate other people in your organization to be our editors' primary contact for the Diversity, Green, and Young People competitions.
- Designate someone else in your organization to handle recruitment advertising and marketing inquiries from our newspaper/magazine partners and our intrepid Eluta.ca advertising team. If your organization is selected as a winner, they will contact this person about advertising opportunities around the annual competition announcements, and not the person listed in Question 6 above.

After submitting your application, you can always change any of the alternate contacts below by emailing a revised copy of this schedule to ct100@mediacorp.ca

(a) Public Relations Contact:

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) Third contact for this application (you can list others in an attachment):

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(c) Contact for *Canada's Best Diversity Employers* competition:

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(d) Contact for *Canada's Greenest Employers* competition:

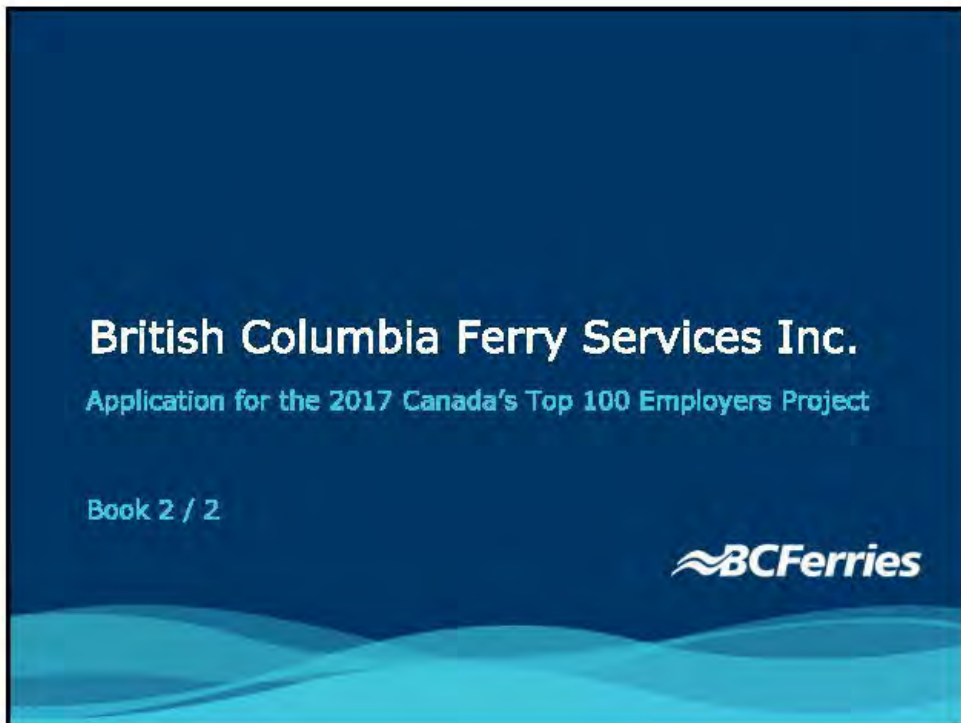
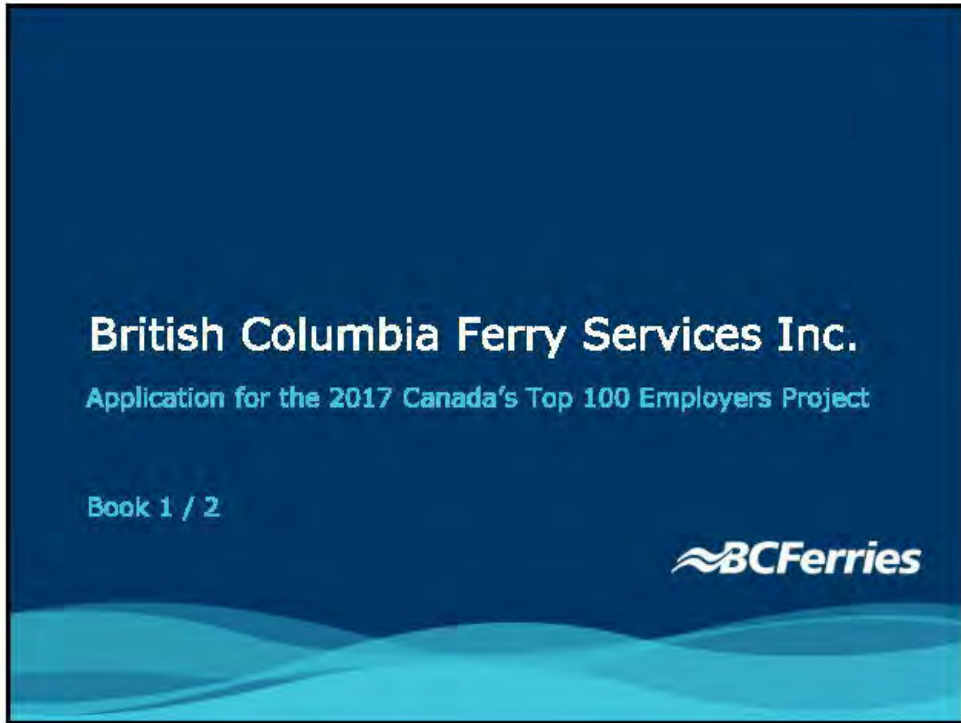
Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(e) Contact for *Canada's Top Employers for Young People* competition:

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(f) Contact for Media Partners (advertising/marketing opportunities in their announcement magazines):

Name	Title	Phone	Email
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Part 2: About our Business



Corporate Profile

BC Ferries is one of the largest ferry operators in the world, providing year-round vehicle and passenger service on 24 routes to 47 terminals, with a fleet of 35 vessels. We are an essential transportation link that connects coastal communities and facilitates the movement of people, goods and services.

In April 2003, BC Ferries was transformed from a Crown corporation into an independent, commercial organization under the Company Act. Our Company is governed by an Independent Board of Directors appointed by the B.C. Ferry Authority.

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Part 2: About our Business



Our Vision

To provide a continuously improving west coast travel experience that consistently exceeds customer expectations and reflects the innovation and pride of our employees.

Our Mission

To provide safe, reliable and efficient marine transportation services which consistently exceed the expectations of our customers, employees and communities, while creating enterprise value.

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Part 2: About our Business 

Our Values

Safety

- Ensure that the safety and security of our customers and staff is a primary concern in all aspects of doing business.

Quality

- Be motivated by customer expectations in providing quality facilities and services.

Integrity

- Be accountable for all our actions and ensure we demonstrate integrity in our business relations, utilization of resources, treatment of our customers and staff, and in the general conduct of our business.

Partnerships

- Work openly and constructively with our various business and community stakeholders to exceed the expectations of our customers and advance each other's interests.


Environment

- Ensure that environmental standards are maintained.

Employees

- Always deal from a position of honesty, integrity and mutual respect, and ensure that our employees develop to their full potential.

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Part 2: About our Business 

Where We Sail

Our most popular crossings sail between Vancouver Island and Metro Vancouver. They can last from about 95 minutes to two hours, depending on which route you take. There are three to choose from with frequent sailings every day of the year.

Shorter hops include service to the Southern Gulf Islands from both Vancouver and Vancouver Island, and to communities along the Sunshine Coast, northwest of Vancouver. There's also a shortcut between Brentwood and Mill Bay linking the Saanich Peninsula (near Victoria) with the Cowichan Valley.

Further up the coast, BC Ferries provides year-round service between Vancouver Island and a number of Northern Gulf Island communities.

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Part 2: About our Business



For more of a "cruise line" experience, consider a voyage through British Columbia's majestic Inside Passage. This one is particularly popular with international travellers, going from Port Hardy at the northern end of Vancouver Island to Prince Rupert, gateway to southeast Alaska.

The crossing from Prince Rupert to Haida Gwaii is another fascinating travel opportunity. Sometimes referred to as the "Canadian Galapagos", Haida Gwaii provides habitat for many different species of wildlife. These islands are the ancestral home of the Haida Nation and feature many unique cultural attractions.

BC Ferries' service between Port Hardy and Bella Coola opens up British Columbia's spectacular mid-coast. It's the Discovery Coast Connector, so named because it opens up a part of the province that has been difficult to reach in years past. Stops include McLoughlin Bay-Bella Bella, Shearwater on Denny Island, Klemtu and Ocean Falls.

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Part 2: About our Business



Key Accomplishments: Baynes Sound Connector

On November 19, 2015 we officially took ownership of our first cable ferry, the Baynes Sound Connector.

This cable ferry will provide environmental benefits and significant fuel cost savings, using less than half the fuel of the ship that previously on the route.

More details on all key accomplishments can be found in the attached 2014-2015 Annual Report and 2015 Q3 Report

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Part 2: About our Business



Key Accomplishments: Salish Class Vessels

Over the next two years, BC Ferries will be introducing its Salish Class of vessels. The Salish Orca and the Salish Eagle will be introduced into service on the Southern Gulf Islands routes starting in 2017.

These two new vessels, as well as a third ICF (the Salish Raven) that will serve to augment peak and shoulder season service in the Southern Gulf Islands, are being built at Remontowa Shipbuilding S.A. in Gdansk, Poland.

These new vessels will be capable of running as dual-fuel on either liquefied natural gas (LNG) or ultra-low Sulphur diesel. The first ICF is scheduled to arrive in August 2016, the second in October 2016, and the third in February 2017.

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Part 2: About our Business



Key Accomplishments: Fare Flexibly and Digital Experience Initiative

We are modernizing the way BC Ferries sets prices, sells travel and manages loads, and allows the opportunity to offer discounted fares for off-peak travel.

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Part 2: About our Business



Key Accomplishments: New Collective Agreement

- Deal reached October 30th, 2015, prior to expiration of previous Collective Agreement. Ratified in December 2015.
- 5 year term, marking 17 years of labour stability for BC Ferries employees.
- 8.55 % wage increase over 5 years
- Improvements to Health Benefits
- Improvements to Safety Items

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Part 2: About our Business



Key Accomplishments: Safety

By focusing on safety through our SailSafe program, a joint initiative between the Company and Union, we have reduced employee days lost due to injury by 58% and time loss injuries by 61% since the program was introduced in 2007.

Since last Spring, over 500 employees have participated in the Operational Readiness Exercise process. This important safety training includes man-overboard exercises and fire drills.

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Part 2: About our Business



Key Accomplishments: LNG as fuel source

Our 3 new Salish Class Vessels are being built will use LNG as a fuel source.

In addition, we have secured a contract to for our 2 Spirit Class vessels to be converted to use LNG as a fuel source during their upcoming mid-life upgrades.

On January 29, 2016 we signed an agreement to receive up to \$10 million contribution from FortisBC Energy Inc as part of the Natural Gas for Transportation Incentive.

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Part 2



Attachments

Annual Financial Statements
 2015/2016 Business Plan
 2015 Q3 Report
 Our Executive Team
 Route Map and BC Ferries 'All Aboard' magazine
 Media Releases and select media clippings for key accomplishments

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Part 3: About our Workforce



Come Sail with Us!

Here's just some of the exciting careers we offer:

- Catering, Customer Service Attendants
- Cooks, from Galley Helper to Red Seal cooks
- Chief Steward
- Terminal Attendants and Equipment Operators
- Ticketing
- Engine Room Assistant
- Licensed Marine Engineers and Chief Engineers
- Deckhand / Bridgeward
- Deck Officers and Masters
- Various trades opportunities
- Information Technology
- Payroll
- Retail Merchandiser
- Customer Service
- Travel Agent - Vacation Centre
- Commercial Services Drivers
- Accounting and Finance...

The opportunities are endless!

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Part 4: Physical Environment



Head Office - The Atrium

BC Ferries head office is located in "The Atrium" and is Victoria's most sought after commercial building.

The Atrium Building is seven storey class AA office building with a retail podium located at the corner of Blanshard and Yates Street in the heart of Victoria's central business district. The building features forward thinking architecture, cutting edge systems and dynamic public areas including a large central atrium.

On-site amenities include a fully equipped fitness facility, shower and change rooms, 24-hour security, underground parking and secure bicycle storage. The building also benefits from ground floor retail offerings including a high quality mix of restaurants, cafes and service oriented businesses.

The Atrium Building was designed for optimized energy efficiency and environmentally conscious operations and is certified LEED Gold by the Canada Green Building Council

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Part 4: Physical Environment



Worksites with Awe-Inspiring Views

Worksites at BC Ferries span across the beautiful coast of British Columbia, and are comprised of 47 terminals, 35 ships, 1 Fleet Maintenance yard, Terminal Maintenance facilities, and a BC Ferries Vacations travel centre in downtown Vancouver.

Employee facilities range from exercise rooms at major terminals, outdoor seating and tables alongside the beach in some area, live aboard cabins for long voyage vessels, and most worksites offer full kitchens available to prepare a healthy meal while at work.

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Part 4



Attachments

JAWL properties "Atrium"
 BC Ferries Terminal locations
 Vessel specifications

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Part 5: Work Atmosphere & Communications

Employee Communications

- BC Ferries Employee Intranet
- SailSafe Employee Intranet
- The Wave (Employee magazine)
- SeaWorthy (Safety Internal magazine)
- Living Well (Health and Wellness Internal magazine)
- President & CEO Employee Information Sessions
- Weekly "Safety Update" emails to all employees
- SailSafe Town Halls

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Part 5

Attachments

President & CEO Employee Information Sessions & Monthly Updates
 The Wave
 SeaWorthy
 Living Well (Health and Wellness Internal magazine)
 BC Ferries Employee Intranet
 SailSafe Employee Intranet
 SailSafe Town Hall Information
 Sample of weekly "Safety Update" emails to all employees

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Part 6: Health Benefits



Excluded Employees (16%)

- MSP Premiums employer paid
- SunLife Extended Health and Dental
- SunLife Optional Life Insurance
- **\$1000 Health Spending Account**, Option to transfer 10 future vacation credits to increase Health Spending Account
- SunLife Travel
- Short Term Disability coverage
- Long Term Disability coverage
- Homewood Health EAP
- WHEEL – funding for employee health and wellness initiatives

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Part 6: Health Benefits



Bargaining Unit Employees (84%)

- MSP Premiums employer paid
- Blue Cross Extended Health and Dental – IMPROVED!
- Group Life Insurance – Employer covers first \$80,000
- Optional Spouse and Dependent Life Insurance
- Short Term Illness and Injury plan – 6 month coverage
- Long Term Disability coverage
- PPC Canada EAP
- WHEEL – funding for employee health and wellness initiatives

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Part 6: Health Benefits



Health and Wellness with **Sprout!**

Sprout is an online Health and Wellness community open to all BC Ferries employees. Over 2000 BC Ferries are Sprouting!

The **BC Ferries Employee Cookbook** was so successful last year, we published a second annual cookbook in 2015.

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Part 6



Attachments

- SunLife Benefits Information
- All Aboard book for Exempt employees
- Homewood EAP
- Pacific Blue Cross Benefits for BU employees
- PPC EAP for BU employees
- Sprout FAQ's
- Employee Cook Book

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Part 7: Financial Benefits & Compensation



Compensation and Recognition

- Annual wage increases
- Public Service Pension Plan (Defined Benefit)
- Free Ferry travel for Employees and their dependents
- Employee discounts at many participating business throughout British Columbia
- BC Transit Subsidy
- Participation rewards from Sprout – our online wellness community
- Long Service awards
- “On the Spot” rewards include coffee shop gift cards
- Shift premiums for Bargaining Unit employees
- Excellence in Safety Awards
- Operational Excellence Awards

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Part 7



Attachments

Employee Ferry Pass Program
 Public Service Pension Plan
 Employee Discounts

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Part 8: Family Friendly Policies



Maternity Leave - Supplemental Employment Benefit

In addition to their Employment Insurance Benefits, regular and casual employees (who are eligible for benefits), on Maternity Leave shall be eligible to receive a supplemental top-up to an amount of 75% of their base pay for a period not to exceed 17 weeks.

(Bargaining Unit and Exempt Employees)

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Part 8: Family Friendly Policies



Other Family Friendly Policies at BC Ferries

- Flexible work schedules available
- Job-Sharing
- 35 hour work week
- Telecommuting
- Special Leave (10 days) for reasons including marriage of the employee or employee's child, birth of a child, domestic emergencies, attend funeral, citizenship hearings, moving household, court appearance of child
- Family Illness Leave available

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Part 9: Programs for Experienced Employees

For experienced employees...

- **No mandatory retirement age** – many employees choose to continue working with us after they become eligible for retirement, and we are glad to have their expertise!
- **BC Ferries participates in the Public Service Pension Plan.** In addition to the information and session available through the Plan provider, BC Ferries pension and benefits team host **Information sessions** various locations around the fleet to help employees plan for retirement
- **Pre-retirement leave**
- **Vacation Leave on Retirement**
- **Retirement Bonus**
- **Retiree Ferry Travel Pass Program**
- **Flexible part-time work available for retired employees**

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Part 10: Employee Engagement

- **Employee Engagement surveys are conducted every 24 months**
- **Confidential employee feedback is collected on the Presidents Tour "President & CEO's Employee Information Sessions"**

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Part 11: Training and Development



Training and Development programs are designed and delivered to help our BC Ferries employees navigate their careers

- BC Ferries Academy
- Marine Education Program
- Organizational and Leadership courses
- Performance Management workshops
- Standardized Education and Assessment (SEA)
- Over 50 positions now a part of SEA
- "Career Navigator" now launched
- Mentorships
- Trades Apprenticeships

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Part 11



Attachments

BC Ferries Academy
 Marine Education Program
 Organizational and Leadership courses
 Performance Management workshops
 Standardized Education and Assessment (SEA)

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Part 12: Vacation and Paid Days Off



Bargaining Unit employees are also eligible for the following paid days off:

- Special Leave (10 days) for reasons including marriage of the employee or employee's child, birth of a child, domestic emergencies, attend funeral, citizenship hearings, moving household, court appearance of child
- Family Illness Leave
- General Leave
- Deferred Salary Leave (6-12 months)
- Sick or Bereavement leave during vacation is credited back to the Employee's vacation bank

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Part 13: Community Involvement



Celebrating British Columbia's Coast Salish Culture

The names Salish Orca, Salish Eagle and Salish Raven for our 3 new vessels were chosen to honour the Coast Salish people and the Salish Sea where these vessels will operate.

To celebrate Salish culture, BC Ferries is working with the First Peoples' Cultural Council to select Coast Salish artisans to design artwork for the exterior and interior of the vessels.

BC Ferries anticipates beautiful designs that both preserve and advance Coast Salish culture.

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Part 13: Community Involvement



Community Investment Program

- BC Ferries is committed to coastal communities, from maintaining a constant flow of goods and services, to linking families and friends, and attracting tourists to our Province's many unique destinations. Our support spans a wide range of activities. Contributions that support the company's long-term commitment to coastal communities fall within the following identified priorities of the BC Ferries Community Investment Program:
 - Coastal Festivals & Events
 - Sport (through the [ViaSport Program](#))
 - Children's Charity (through corporately organized events; direct funding not available through the Community Investment Program)

BC Ferries Sport Experience Program

- BC Ferries partners with ViaSport to provide in-kind travel for not-for-profit sport organizations and youth athletes. After an application is approved, BC Ferries provides vouchers for youth athletes traveling to compete in international events, national championships, western Canadian championships, provincial championships or selection camps.

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Part 13: Community Involvement



United Way Campaign

- Every year, BC Ferries' employees participate in the United Way Workplace Campaign and donate funds that directly support the communities in which we live and work. In fact, from 2010 to 2014, BC Ferries' employees pledged more than \$325,000 to United Way. The United Way uses donations to fund a network of programs and services that help vulnerable people in our communities.

Supporting Sports in our Communities

- BC Ferries provides in-kind travel sponsorship to the Powell River Kings Junior "A" Hockey Club by donating \$10,000 worth of travel vouchers, which helps the team with their ferry travel expenses. BC Ferries also provides sponsorship through in-kind travel donations to Cops for Cancer, All Native Basketball Tournament, and BC Bike Race.

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Part 13: Community Involvement



BC Ferries Media Charity Golf Classic

- In 2015, BC Ferries hosted the 10th annual Media Charity Golf Classic. This tournament was Co-Chaired by Global TV's Keith Baldrey and the Times Colonist's Les Leyne. It is an opportunity for B.C.'s top media and business leaders to support charities in our community.
- In 2015, the BC Ferries Media Charity Golf Classic raised \$50,000 for the Braefoot Community Association, which supports youth programming and healthy community initiatives. Over the past ten years, these tournaments have raised more than \$600,000 to support family and children's programs.

ProPASS

- BC Ferries has been part of the ProPASS program with BC Transit for over 10 years. ProPASS is a permanent bus pass purchased by employees through payroll deductions and is valid for travel in all zones within the Victoria Regional Transit System, 365 days a year.
- A primary goal of the ProPASS program is to reduce rush-hour traffic by encouraging employees to use transit whenever possible. The program also complements employer initiatives to reduce the number of vehicles being driven to the workplace.

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Part 13



Attachments

Media releases and clippings

May 12, 2023

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Part 15: Special Interest Competitions



• Canada's Greenest Employers

BC Ferries has a dedicated Environment which department collaborates with all other departments to incorporate the principles of sustainable development, improve pollution prevention methodologies, environmental protection and enhancement to make BC Ferries a leader in green marine transportation.



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Part 15: Special Interest Competitions SeaForward



SeaForward is a new initiative that combines existing environmental conservation projects and community investment activities with new and innovative endeavors to reduce BC Ferries' environmental footprint, improve the sustainability of our operations, and support coastal communities.

We strive to improve in all areas of our operations, and preserving and protecting the environment is of utmost importance at BC Ferries. Our business is based on delivering people safely to their destinations along coastal British Columbia. We know the value of our coast and the natural beauty it offers locals and visitors alike. Keeping our coast pristine is just one of the reasons we have implemented sustainable operations. We go beyond what is required and have earned certification from [Green Marine](#), a voluntary, transparent initiative that holds the North American marine industry accountable for reducing its environmental footprint.

We are also active in the communities in which we operate and take pride in the places we live and work. Through our community investment program and fundraising efforts, we support many programs, services and organizations that improve the health and wellbeing of coastal residents. Here are some of the initiatives currently underway at BC Ferries to ensure a safe and sustainable future for our communities, our coast and our planet.

The three pillars of SeaForward are:

- Sustainable Operations
- Conservation
- Community Well-Being



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Part 15: Special Interest Competitions SeaForward - Sustainable Operations



Green Marine Program

- Green Marine is a globally recognized, voluntary, industry sustainability initiative for ship operators, ports, terminals, the Seaway and shipyards. It is a program to reduce the environmental footprint of marine operations by promoting a culture of continuous improvement and exceeding regulatory compliance. BC Ferries is proud to be a member since 2014 and was certified by an external verifier in May 2015.

Reducing Air Emissions

- Since 2007, BC Ferries' vessels have been burning diesel fuel with ultra-low sulfur content (15ppm). Additionally, where supply is available, our vessels burn B-5, injection-blended 5% Canola biofuel. The new cable-ferry from Buckley Bay to Denman Island will require less horsepower, thus will produce fewer air emissions. We have advanced low friction coatings applied on our vessels' hulls, which is designed to reduce hull drag, resulting in reduction of fuel consumption by up to 3%. Over 90% of our vessels are fitted with a shore power connection, so they do not burn fuel while docked in the evenings and during refits. Since 2004, BC Ferries has reduced fuel consumption in eight older major vessels with the use of electronic speed pilots and has been promoting anti-idling of vehicles at the terminals and onboard the vessels.

Reducing the Impact of our Fleet

- BC Ferries has three new Seish Class ferries currently under construction which will run on the Southern Gulf Island routes as well as between Comox and Powell River. These vessels will run as dual fuel, capable of using liquefied natural gas (LNG) or diesel fuel. LNG is a greener and much cleaner fuel source with very favourable environmental gains compared to diesel fuel. LNG adoption cuts carbon emissions by about 25 per cent, SOx (Sulphur Oxides) by almost 100 per cent and NOx (Nitrogen Oxides) by 85 per cent, which translates to much cleaner exhaust emissions than diesel fuel. Our Spirit Class vessels, which operate between Vancouver and Victoria, will also be undergoing a mid-life upgrade to convert them to run on LNG.

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Part 15: Special Interest Competitions SeaForward - Sustainable Operations



Water Conservation Onboard Vessels and at Terminals

- BC Ferries is making efforts to reduce water consumption through the use of low flow toilets, the replacement of flush valves (cutting water consumption from 13L per flush to 6L) and some waterless urinals. A pilot program using a rain water collection barrel for flower box irrigation is currently underway at Little River Terminal in Comox.

Energy Management Program

- BC Ferries has been a Power Smart Partner with BC Hydro since 2008 and is beginning its sixth year with an Energy Manager. Since becoming a Power Smart Partner, energy management projects (completed and in progress) will result in approximately 1.3 gigawatt hours (GWh) of annual energy savings, equivalent to 118 average homes. In 2014, BC Ferries received a Power Smart Excellence Award from BC Hydro for being a Power Smart Leader and implementing energy improvements throughout the organization. Energy saving projects have included lighting retrofits, energy studies, IT server virtualization, and heating and ventilation improvements.

- BC Ferries employees also participate on a WATT Now Energy Team

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Part 15: Special Interest Competitions SeaForward - Sustainable Operations



Waste Management

- Recycling programs are maintained at all BC Ferries locations where facilities exist. Our recycling is picked up by local waste management companies and taken to local recycling facilities. Currently, we recycle beverage containers, plastics, cardboard, newsprint, wood, metals, tin cans, used cooking oil, spent fluorescent tubes, batteries and aerosol cans, not just onboard our vessels, but at our terminals and other building facilities as well. We also send the foam from worn seat cushions to a business that repurposes it as carpet underlay, averaging 1,125 and 1,875 board feet per month being diverted from the landfill. We have an Asset Disposal program that offers unwanted items for auction, rather than disposing them to the landfill.
- The composting program has been expanded in areas where facilities exist; currently this is Nanaimo Regional District, and we are in the process of transitioning to organics composting in Metro Vancouver and the Capital Regional District. Currently we are composting organics, hot beverage cups, fry cups and containers, tissue paper, paper towels, tea bags and packaging, coffee mugs packaging, hot beverage sleeves, receipt tape, hot chocolate mix packages, bulk ketchup cups, straw wrappings, wooden stir sticks and brown sugar wrappings.

BC Marine Air Quality Group (BCMAQG)

- BC Ferries is a long-standing member of the BC Marine Air Quality Group (BCMAQG). This working group is co-chaired by the Chamber of Shipping and Environment Canada. It facilitates exchange of information and development of coordinated and collaborative policies, programs and actions for air emission inventories related to vessels operating on the coast of British Columbia.

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Part 15: Special Interest Competitions SeaForward - Conservation



Purple Martin Nest Boxes — Species at Risk in B.C.

- After being approached by the BC Purple Martin Stewardship and Recovery Program, in 2003 BC Ferries installed 10 nest boxes on old ramp pilings at the Buckley Bay terminal on Vancouver Island. The Purple Martin is Canada's largest swallow and is listed as a threatened species in B.C. due to urban development in their original breeding range around the Georgia Basin.
- Several employees act as stewards to this colony and report their observations, such as when the Purple Martins first arrive, how many boxes are occupied, when the birds start claiming boxes and bringing in nest material, and when young are being fed. The nest boxes that the Purple Martins don't use are often occupied by other birds, such as the Violet Green Swallow.

Taswassen Salt Marsh Enhancement

- In 1993, a salt marsh was constructed on the north side of the Taswassen Terminal causeway to offset the terminal expansion. Over the 20 years since the initial restoration, the project has continued successfully with plant community development that reflects a naturally formed salt marsh. It has generated interest amongst researchers and naturalists alike. Several bird species such as the Black Oystercatcher, Double-crested Cormorant, Great Blue Heron, Green-winged Teal, Western Gull, Bald Eagle and American Wigeon have been observed in this area. The site continues to be studied by researchers interested in community succession and ecological restoration. This research provides insight into the successful design of salt marshes in the future.

Marine Mammal Study

- BC Ferries provided funding in-kind for marine mammal studies in the southern Strait of Georgia. The studies examined the seasonal abundance and distribution of marine mammals. The report was produced in 2003 by the Marine Mammal Research Unit, Fisheries Centre and the University of British Columbia. Abundance estimates for all species of marine mammals were generally highest in the spring, with a second, smaller peak in the fall. These peaks in abundance coincide with seasonal physical and biological factors in the Strait of Georgia, primarily the presence of major prey species. These estimations help to determine conservation and management of marine mammals. Studies such as these can also help to determine where and when marine mammals congregate, which in turn, may reduce the potential for collisions with vessel traffic.

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Part 15: Special Interest Competitions SeaForward - Conservation



Oceans Network Canada and BC Ferries

- BC Ferries provides funding in-kind to Ocean Networks Canada, an initiative of the University of Victoria that monitors meteorological and sea-surface properties in the Strait of Georgia. Instruments placed on BC Ferries vessels transiting the Strait of Georgia between Vancouver Island and Metro Vancouver form an important part of local efforts to monitor the health of the Strait. The data collected by these instruments is used by marine scientists as part of regular monitoring of physical, chemical and biological conditions in the Strait, and to support research into how the Strait functions. Measurements have been made every 10 seconds on each of eight to 10 trips per day for several years, which means that scientists can monitor changes occurring throughout the Strait within any given day, but also over seasons and years. This type of high quality, high resolution monitoring is uncommon and can be used to better understand the dynamics of this estuarine environment. It is a way to identify conditions that demand rapid responses, such as storm surges and also improves our understanding of what constitutes good and bad years for young of the Fraser-run salmon. F

Coastal Naturalist Program

- BC Ferries is celebrating 10 years with the Coastal Naturalist Program, a joint initiative with Parks Canada. BC Ferries and Parks Canada work together to present this successful program to inform, educate, and inspire BC Ferries' customers to the diverse wonders of the B.C. coast while travelling onboard BC Ferries' vessels. The program offers BC Ferries' customers the opportunity to connect with the coastal B.C. region, covering topics about the ocean, B.C.'s unique wildlife and marine life, coastal, nautical and cultural history, and hear stories that connect Canadians and visitors to Parks Canada's incredible places.

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Part 15: Special Interest Competitions SeaForward - Conservation



Eelgrass Habitat Restoration

- Eel grass ecosystems are among the most diverse and productive ecosystems in the world. They are globally recognized as "nurseries" for many marine and anadromous species and provide food, shelter and protection from predators for many juvenile fish and shellfish. Eelgrass is extremely important to native salmonid populations, as such, has been designated as "Essential Fish Habitat" for juvenile salmonids. Juveniles utilize eelgrass beds for cover and forage as they move from freshwater to the ocean. Additionally, Pacific herring and other coastal fish spawn specifically in eelgrass (of note, earlier in 2015 there was a massive herring spawn at Tsawwassen).

BC Ferries and Port Metro Vancouver are collaborating to undertake an eelgrass habitat restoration off of Tsawwassen terminal. Currently the proposed project is undergoing regulatory review with the expectation that it will be completed in late 2015 or early 2016.

Enhancing Cetacean Habitat and Observation (ECHO) Program

- BC Ferries is a participant in the ECHO Program, established by Port Metro Vancouver, in collaboration with government agencies, First Nations, marine industry users, non-government organizations and scientific experts, to better understand and manage the potential impacts to cetaceans (whales, porpoises and dolphins) from commercial vessel activities throughout the southern coast of British Columbia.

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Part 15: Special Interest Competitions SeaForward - Conservation



Whale Tracking Network

- BC Ferries is contributing to a better understanding and conservation of whales by working with DFO and the Whale Tracking Network. DFO; with the support of BC Ferries has installed hydrophones at Sturdies Bay and Tsawwassen terminals.
- The Whale Tracking Network is designed to monitor and identify when resident killer whales are present in their critical habitat. The real time streaming of the underwater acoustic environment from underwater hydrophones will pick up Resident Killer Whale calls, identifying when and where the whales are present and their direction of travel. This system will be very valuable in minimizing the risk of vessel strike, or in the event there is an accidental petroleum discharge in southern resident critical habitat as resident killer whales can be prevented from moving into an oil spill trajectory area through the use of acoustic mitigation measures.
- To ensure the Whale Tracking Network does not contribute to the harassment of whales (through alerting vessels to the whales' whereabouts), the information is not available to the public or whale watching companies in real time.

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Part 15: Special Interest Competitions SeaForward - Community Well-Being



Community Investment Program

BC Ferries Sport Experience Program

United Way Campaign

Supporting Sports in our Communities


BC Ferries Media Charity Golf Classic

ProPASS

For more details, please refer to Section 13.

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Part 15 

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WATT Now Energy Team materials
Media and clippings

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Part 15: Special Interest Competitions 
Top Employers For Young People

With over 400 Seasonal employment opportunities for students at most of locations, returning Seasonal employees are rewarded with higher wages and retention payments at the end of the Summer season.

We invest in comprehensive Onboarding and SEA training for all new and returning Seasonal employees to ensure they are ready for the first day on the job. A seasonal employee can be converted to permanent casual status at the end of the summer.

We also partner with BCIT to bring on several Deck and Engineering cadets each summer to help with development of young people in the marine industry.

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British Columbia Ferry Services Inc.

Application for the 2017 Canada's Top 100 Employers Project

Book 1 / 2



2017 Application

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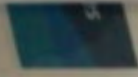
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Part 4 - Physical
Environment

Part 5 - Work Atmosphere
& Communications



Part 2: About our Business

BC Ferries

Corporate Profile

BC Ferries is one of the largest ferry operators in the world, providing year-round vehicle and passenger service on 24 routes to 47 terminals, with a fleet of 35 vessels. We are an essential transportation link that connects coastal communities and facilitates the movement of people, goods and services.

In April 2003, BC Ferries was transformed from a Crown corporation into an independent, commercial organization under the Company Act. Our Company is governed by an independent Board of Directors appointed by the B.C. Ferry Authority.

April 21, 2016

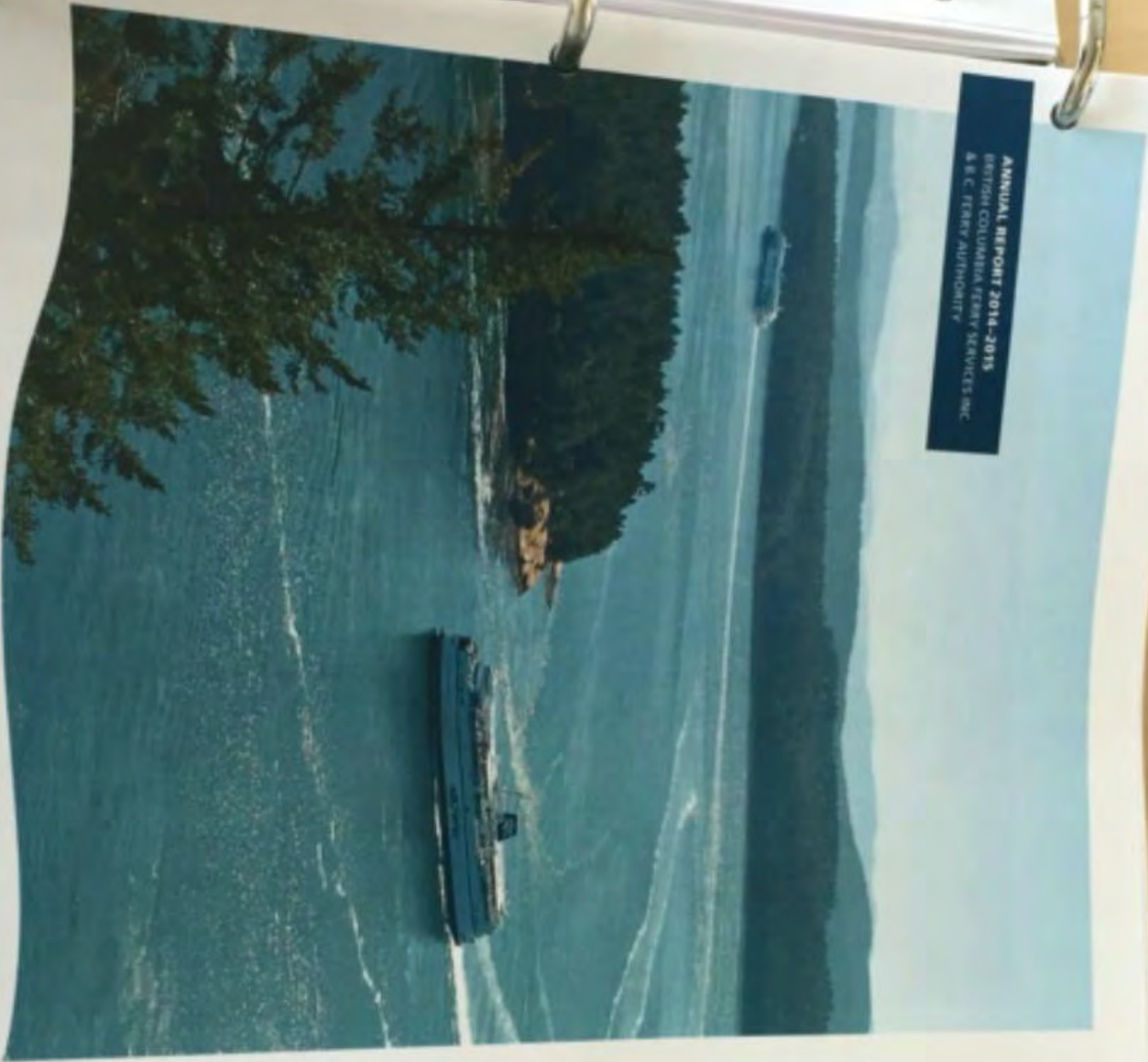
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Part 5 - Board Resolutions
& Constitutions

Part 4 - Physical
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Part 3 - About our
Business

ANNUAL REPORT 2014-2015
BRITISH COLUMBIA FERRY SERVICES INC.
B.C. FERRY AUTHORITY



 BC Ferries

Part 5 - Work Atmosphere & Communications

Part 4 - Physical Environment

Part 3 - About our Workforce

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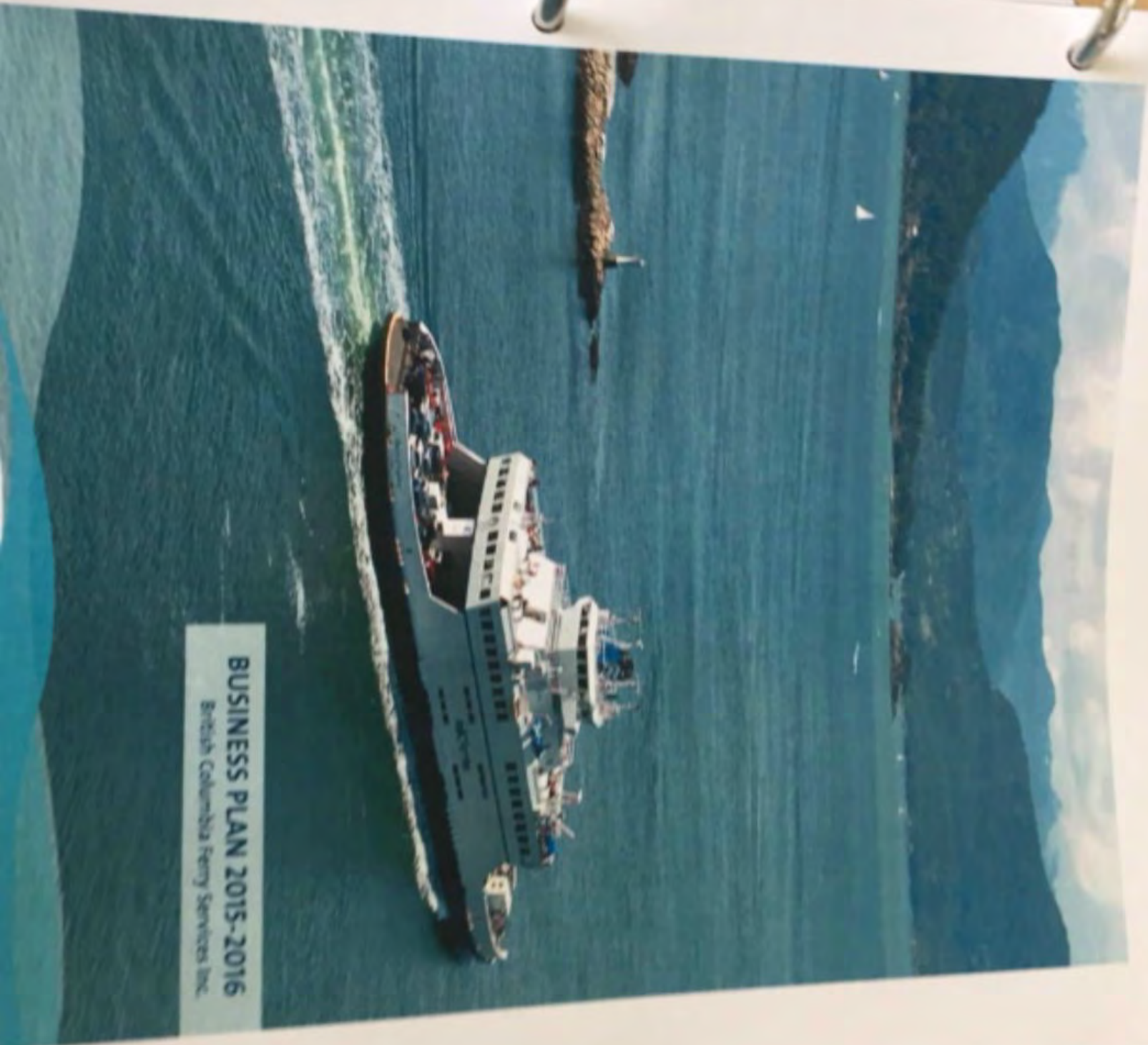
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BUSINESS PLAN 2015-2016
British Columbia Ferry Services Inc.

**Management's Discussion &
Analysis
of Financial Condition and
Financial Performance**

For the three and nine months ended
December 31, 2015

Dated February 26, 2016



BC Ferries' Executive Team

Mike Ferguson

President and Chief Executive Officer



Mike has spent a career working with the private sector of the transport industry in the north west, joining the corporation in 1988. Mike's first role with the company was Executive Vice President of Business Development (1988) - (2000) and Special Sales (Marketing Services) (2001) - (2011). While CEO, he was responsible for creating and leading a division that sold the services Marine Services Group, the company's business division which has established a "win-win" culture through the company. Mike's primary focus was to work with the private sector to create an operational strategy. He has a PhD from UBC, a BBA from the University of British Columbia and an Association and Degree from Washington Valley Community College. Prior to his business career, Mike played professional hockey in the Pacific West League (1980-1981) and during his senior hockey career won a championship for two years and during his senior hockey career won a championship Cup in 1980 with the Central West. Mike was born in Victoria, British Columbia and grew up in Nanaimo. He has two adult daughters and resides in Victoria with his wife, Mary, and their 10th dog.

John M. Schwartz

Executive Vice President, Human Resources & Corporate Development



John Schwartz became part of the human resources team in 2006. His background includes more than 25 years of experience in human resources, operations, training and corporate affairs with such leading companies as Westair, Fairchild Foods and Pacific. Mr. Schwartz holds a Bachelor of Commerce in Human Resources Management from the University of British Columbia and is a certified Human Resources Professional. He holds the Human Resources & Training Institute and is responsible for creating people strategies for the firm through the development of a highly skilled, productive and engaged work force. Mr. Schwartz is also responsible for Corporate Development, which includes Mergers, Acquisitions, Public Affairs and Business Development, and provides leadership to the Corporate Affairs and Travel & Tourism Business Units.

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Five Intermediate Release
15-016

April 13, 2015

BC FERRIES ANNOUNCES STEEL CUT FOR SECOND INTERMEDIATE CLASS FERRY
Second LNG ferry now under construction

VICTORIA – The first steel cut on BC Ferries' second of three new intermediate class ferries (ICF) took place at Remondone's Shipbuilding S.A. in Gdańsk, Poland on Friday. The steel cut is another significant milestone in the construction of three new dual-fuel ferries, capable of running on liquefied natural gas (LNG) or diesel.

These brand new vessels will replace aging ships in the fleet and are part of BC Ferries' vessel replacement plan for standardized ships to allow for greater interoperability. Standardization will provide the company with more flexibility to best utilize ships over their 40-year lifespan. This strategy will save on training and operating costs, and will better match capacity with demand throughout the system.

"These new ferries will not only reduce our impact on the environment, but will also bring us one step closer to standardizing our fleet for better interoperability on all of our routes," said Mike Corrigan, BC Ferries' President & CEO. "Having these new ferries that are the right size for their routes will create greater efficiencies and in turn, save costs. We look forward to welcoming the new vessels into our fleet."

The first ICF is scheduled to arrive in August 2016 and will replace the 50-year old Queen of Burnaby on the Cooma – Powell River route. The second ICF is scheduled to arrive in October 2016 and will replace the 51-year old Queen of Nanaimo, sailing on the Tsawwassen – Southern Gulf Islands route. The third ICF will arrive in February 2017 and will be used to augment peak and shoulder season service on the Southern Gulf Islands route, and provide refit relief around the fleet.

Under contract to the Province of British Columbia, BC Ferries is the service provider responsible for the delivery of safe, efficient and dependable ferry service along coastal British Columbia.

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Media Contact:
BC Ferries, Media Relations
Victoria (250) 978-1267

Customer Contact:
Victoria (250) 386-3431
Toll-free 1-888-BCFERRY (1-888-223-3779)



BC Ferries
EXPLORING COASTAL B.C.
OnBoard



NORTHERN SPIRIT

Time travelling along B.C.'s Northwest Coast

CYCLISTS IN PARADISE

Exploring the Okanagan's agrarian roots

GREENER SEAS

BC Ferries making the switch to LNG

★
ONLINE

View this magazine
at bcferries.com

★

Part 5 - Work Atmosphere & Communications

Part 4 - Physical Environment

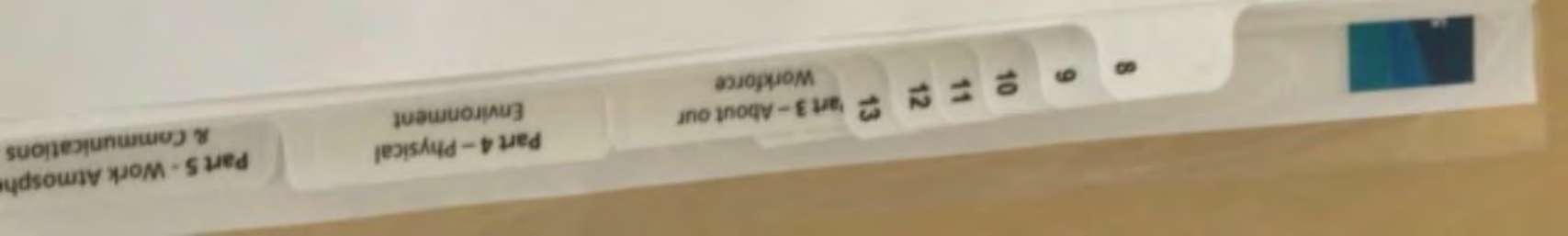
Part 3 - About our Workforce

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What is Onboard

Our Fleet

Our fleet consists of 18 ferries, 17 of which are 100% electric. We have a mix of ferries, from small ferries to large ferries. Our fleet is designed to provide a safe, reliable and comfortable service for our customers.



The Vancouver Sun B.C.'s first coastal cable ferry to begin carrying passengers, cars, on Friday THE CANADIAN PRESS (VANCOUVER) BY AP/WIDE WORLD



The Baynes Sound Connector has officially joined BC Ferries fleet.
Photograph by: BC Ferries, Tessa Colwell

VANCOUVER -- BC Ferries says its new cable ferry is officially ready for service, linking Denman Island, one of the northern Gulf Islands, with Buckley Bay on Vancouver Island.

So-called soft sailings start Friday as the \$15-million Baynes Sound Connector carries some cars and passengers while the soon-to-be retired Quinisa handles the rest of the regularly scheduled sailings.

A release from BC Ferries says the soft sailings will continue intermittently until Feb. 3 and the Baynes Sound Connector is slated to begin full service in early February.

The vessel was supposed to start operating in August and officials at BC Ferries reported in November that the timeline had been moved to February.

The vessel, built by locally based Seaspan, has room for 50 vehicles and 150 passengers.

Because it will use less than half the fuel of the Quinisa, the Baynes Sound Connector is expected to save as much as \$50-million over its estimated 40-year lifespan.

(Roundhouse Radio)

@ Copyright (c)



Esquimalt Nation artist Dawnie Galt is one of three artists to be selected to create artwork for the new Salish Class vessels with B.C. Ferries.
— image credit: Coastlander/press

When Dawnie Galt was young, she would hear legends of wolves and orcas.

Galt, a member of the Esquimalt Nation, is from the wolf clan tribe and was told tales that wolves and orcas were once one animal before they split apart. Wolves became land creatures, while orcas remained in the water.

Using legends from her childhood as inspiration, Galt will create a massive piece of art for B.C. Ferries.

Galt was one of three First Nations artists chosen by B.C. Ferries, in partnership with the First Peoples' Cultural Council, to create artwork for the new Salish Class vessels.

For Galt, finding out she was selected for the project was an early Christmas present.

"I just thought they were calling me to tell me they were going to use my art on napkins or something," she laughed, adding Esquimalt Nation Chief Andy Thomas encouraged her to submit a concept.

"I was really happy. It was a day before Christmas Eve, so it was awesome."

The design, which is done in traditional Coast Salish style, depicts a pod of multi-coloured orca whales transforming into wolves. It will wrap around both sides of the ferry to cover almost the entire vessel. From a distance, it looks as if the orcas are swimming in the water.

"(Galt's work) showed a really good use of space on the ferry and had a sense of optimism about it that the jury really liked and just the flow of the design," said Cathi Charles Wherry, arts program manager with the First Peoples' Cultural Council.

Variable ferry pricing to become a permanent fixture next year

By Nanaimo News Bulletin

Published: February 15, 2018 01:00 PM

Updated: February 15, 2018 01:451 PM

When you choose to ride a B.C. ferry you will have a direct relationship to how much money you have left in your wallet as soon as next year.

The ferry corporation has been calling a recent series of discounts offered to off-peak users "promotions."

But it would be just as accurate to call them "research," and come 2017 you will also be able to call them standard practice.

The details have yet to be worked out, but that is coming over the next few months, and variable pricing on ferry fares is expected to be in place as soon as the computer system can be upgraded to handle it.

"We are going to be introducing fare flexibility," BC Ferries spokesperson Deborah Marshall said. "In 2017, we are going to roll out a variable policy."

What that means is ferry users can expect fares to reflect the laws of supply and demand. The cheapest fares will be attached to a particular route's least popular sailings, the most expensive to the most popular.

One goal of the new system is to redistribute ferry use patterns: attracting more passengers to the emptiest boats, while reducing the space crunch during the times of greatest demand. BC Ferries is hopeful this will result in better cost efficiencies.

"If we can shift traffic to the off-peak times, we may not have to schedule an extra trip," Marshall said.

Another goal is to give people an incentive to take a trip they may not have previously made.

A 30 per cent reduction in off-peak hours recently announced for March is the third in a series of promotions designed to give BC Ferries brass an idea of what might work. The previous two — with different benefits and criteria — ran in the late summer/early fall, and in the weeks prior to Christmas.

According to Marshall, those promotions were effective in increasing the number of people using under-utilized routes, but it has yet to be determined how cost-effective the shift was.

"We have a lot of number-crunching to do," she said.

BC Ferries' President and CEO Mike Corrigan said last fall the new model will be designed to match other models common in the travel and transportation industries.

The changes are expected to be implemented fleet-wide.

For Immediate Release
15-063

December 18, 2015

BC FERRIES AND BC FERRY & MARINE WORKERS' UNION REACH FIVE-YEAR COLLECTIVE AGREEMENT

VICTORIA – BC Ferries is pleased to announce the Company and Union have ratified the Memorandum of Agreement that was reached on October 30, 2015.

“The five-year agreement provides for fair and modest wage and benefit increases for our employees while continuing to provide an efficient and dependable service. This agreement will mark 17 years of labour stability at BC Ferries,” said Mike Corrigan, BC Ferries’ President and CEO. “We had a very productive round of bargaining with the Union, which included meaningful dialogue and negotiations. We thank the bargaining teams on both sides for their collaborative efforts.”

The settlement took several months of extensive negotiations between the Company and Union representatives, and was achieved before the October 31, 2015 expiration of the previous Collective Agreement. On November 10, 2015, the Union’s Provincial Executive and Ships’ Officers’ Component Executive endorsed the Tentative Agreement for ratification by the membership.

Under contract to the Province of British Columbia, BC Ferries is the service provider responsible for the delivery of safe, efficient and dependable ferry service along coastal British Columbia.

Quick Facts:

- The Collective Agreement provides for 8.55 per cent in wage increases over the five-year term of agreement, which is 1.71 per cent on average per year.
- The terms of the new Collective Agreement are in place from October 31, 2015 through October 31, 2020.
- Approximately 3500 employees are covered by Collective Agreement as members of the BC Ferry & Marine Workers’ Union.

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Media Contact:
BC Ferries, Media Relations
Victoria: (250) 978-1267

Customer Contact:
Victoria: (250) 386-3431
Toll-free: 1-888-BCFERRY (1-888-223-3779)

SailSafe: A SEA Change for the Better

Published in the January 2016 edition of Maritime News

BC Ferries has improved its safety record, operational practices – and at the same time, its bottom line. In 2007, British Columbia Ferry Services Inc. (BC

BC Ferries has improved its safety record, operational practices – and at the same time, its bottom line.

In 2007, British Columbia Ferry Services Inc. (BC Ferries) initiated a union-management joint endeavor to create a world-class safety culture. This program, coined SailSafe, addressed a wide variety of safety-related aspects of BC Ferries' culture and operational practices. By almost any measure, SailSafe has been a tremendous success. Although difficult to precisely correlate any one of the many facets of SailSafe to operational statistics, it is not coincidental that accidents have dropped by close to 60 percent, injuries and days lost due to injury have also dropped by the same amount and insurance claims costs have plummeted. A key customer service indicator, on-time performance of the fleet, has also significantly improved.

Key among the SailSafe initiatives was the creation of a new approach to familiarization training called the Standardized Education and Assessment (SEA) program. The SEA program is now in its seventh year of rollout and operation at BC Ferries. Over that time, many lessons have been learned – some the easy way, and others at some cost. This article sheds light on the SEA program and the lessons that have been learned through its implementation. It is meant to provide valuable guidance for any maritime organization either considering or embarking on safety improvements through best-practice training techniques.

SEA Training Program

The SEA program is an intensive blended (online and in-person) approach to job-, vessel- and route-specific training which replaces the previous job-shadowing approach to vessel and terminal familiarization for all 35 operational roles. It is supported by a web-based learning management system (LMS) specifically designed to support training in the maritime context. The SEA program is structured and sustainable, and produces consistent and reliable training outcomes – unlike job shadowing. Like other SailSafe initiatives, the SEA program involves all employees in its creation and sustenance.

Training the "SEA way" involves three core phases designed to ready an employee for performance within a position. It is then followed by a career progression phase which is comprised of two sub-phases focused on first addressing skill enhancement within the new position, and then preparing the employee for career advancement.

The three core phases are self-study, on board education (or "on-site" education for terminal operations) and clearance.

Phase 1 is self-study: In this phase, candidates learn on-line using the LMS, which provides a comprehensive set of job-specific learning resources. The materials include self-tests so the candidates can gauge their progress and readiness to move on to the next module. The goal of

LNG FERRIES

Introducing LNG to the BC Ferries fleet

With the vessels set to be replaced on LNG in B.C. by 2019, some think BC Ferries has a comprehensive ready-made transition to the new fuel source. By converting their oldest ferries to maximize their performance and preparing the crews with extensive training, BC Ferries is getting ready to be one of the first ferry companies to North America on LNG. There are two catch-ones vessels will run on dual-fuel on LNG or marine diesel, and the company is planning on converting the two existing Spirit-Class vessels to LNG as well. BC Shipping News' LNC Engineering at BC Ferries to find out how the new vessels will be managed within the fleet.

BCSN: Why is BC Ferries planning to convert a fuel for the new Spirit-Class vessels and the existing Spirit-Class vessels?

ML: There are two main reasons for converting to LNG as a fuel source. The first is that LNG costs significantly less than marine diesel fuel so that will help reduce upward pressure on fares.

The second reason is that LNG will play an important role in improving BC Ferries' environmental footprint. The adoption of LNG cuts carbon emissions, almost completely eliminates sulphur oxides, reduces nitrogen oxides to a fraction of what we see from marine diesel fuel and nearly eliminates particulate matter. Reducing these emissions from the exhaust from our ships improves air quality along the coast and improves the overall carbon footprint of BC Ferries.

The strategic decision to introduce LNG into BC Ferries' fleet is an innovative measure that combines an environmental benefit with a significant commercial advantage. From this perspective it is judged to be a "win-win-win situation" for BC Ferries' customers, the natural environment and all stakeholders of BC Ferries.

BCSN: When will the existing Spirit-Class vessels be converted to LNG?

ML: The Spirit of British Columbia and the Spirit of Vancouver Island are the primary vessels serving the Swartz Bay/Tsumswan route and were delivered in 1993/1994. Now at their end-life upgrade (MLU) points, the company is planning

to convert the vessels to run on dual-fuel on either LNG or marine diesel, however existing primarily on LNG. The contract for the Spirit MLU is expected to be awarded later this year.

The LNG conversion for the Spirit of BC would take place in the fall of 2017 through the spring of 2018 and scheduled to be back in service for the late-summer/autumn season of 2018. The Spirit of Vancouver Island would be the following year — fall 2018 to spring 2019 for the conversion and back in service for late-summer/autumn 2019. The conversion to LNG is a capital investment opportunity to reduce fuel costs by approximately 50 per cent.

BCSN: What other work is being done on the Spirit-Class vessels as part of the MLU?

ML: In addition to the conversion to LNG, component replacements are required to ensure the ship's reliability for years to come and it is most cost effective to perform these updates during the MLU. These include renovating the fire detection and control systems, replacing



Shirley-Anne Jones, BC Shipping News

the remote hours and device, upgrading the electrical girth, propeller systems, upgrading the heating and air conditioning systems, renewing the power management system and replacing the bridge and navigation controls, among other upgrades.



The new Spirit-Class vessel — the Spirit, by Lewis and Clark — will carry 100 passengers for BC Ferries until 2017.

Part 3: About our Workforce



Come Sail with Us!

Here's just some of the exciting careers we offer:

- Catering, Customer Service Attendants
- Cooks, from Galley Helper to Red Seal cooks
- Chief Steward
- Terminal Attendants and Equipment Operators
- Ticketing
- Engine Room Assistant
- Licensed Marine Engineers and Chief Engineers
- Deckhand / Bridgeward
- Deck Officers and Masters
- Various trades opportunities
- Information Technology
- Payroll
- Retail Merchandiser
- Customer Service
- Travel Agent - Vacation Centre
- Commercial Services Drivers
- Accounting and Finance...

The opportunities are endless!

April 21, 2016

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Part 5 - Work Atmosphere
& Communications

Part 4 - Physical
Environment

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Part 4: Physical Environment

BC Ferries

Head Office – The Atrium

BC Ferries head office is located in "The Atrium" and is Victoria's most sought after commercial building.

The Atrium Building is seven storey class AA office building with a retail podium located at the corner of Blanshard and Yates Street in the heart of Victoria's central business district. The building features forward thinking architecture, cutting edge systems and dynamic public areas including a large central atrium.

On-site amenities include a fully equipped fitness facility, shower and change rooms, 24-hour security, underground parking and secure bicycle storage. The building also benefits from ground floor retail offerings including a high quality mix of restaurants, cafes and service oriented businesses.

The Atrium Building was designed for optimized energy efficiency and environmentally conscious operations and is certified LEED Gold by the Canada Green Building Council

April 21, 2016

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Jawl Properties Ltd.

800 Yates Street



The Atrium Building is seven storey class AA office building with a retail podium located at the corner of Blanshard and Yates Street in the heart of Victoria's central business district. The building features forward thinking architecture, cutting edge systems and dynamic public areas including a large central atrium. On-site amenities include a fully equipped fitness facility, shower and change rooms. 24-hour security, underground parking and secure bicycle storage. The building also benefits from ground floor retail offerings including a high quality mix of restaurants, cafes and service oriented businesses. The Atrium Building was designed for optimized energy efficiency and environmentally conscious operations and is anticipated to achieve LEED Gold Certification from the Canada Green Building Council.

Contact

Wayne Ford
M: (250) 889-0644
O: (250) 414-4180
wayne.ford@jawlproperties.com

Address 800 Yates St, Victoria, BC

Building Size 200,000 sq ft

Property Type Office, Retail

No. of Storeys 7

Typical Floor Size 34,000 sq ft (2-5)
23,000 sq ft (6,7)

Building Amenities Restaurants, Coffee Shops and Retail Stores,
Bicycle Storage, Showers and Fitness Centre

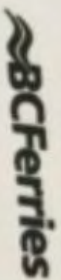
Parking Two levels of secure underground stalls. In addition, two City of Victoria parkades are located nearby. The Atrium parkade is open for public pay parking from 6 pm to midnight.

CA-64 Central Area (Atrium) Office District

Zoning

Jawl Properties Ltd. | Suite 100 - 3350 Douglas St | Victoria, BC V8Z 3L3 | (250) 475-0338

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Baynes Sound Connector



Built:

2015, Vancouver

Overall Length:

78.5 m (257'6")

Maximum Displacement:

750 tonnes

Car Capacity:

50

Passenger & Crew Capacity:

150

Maximum Speed:

8.7 knots

Horsepower:

499

Amenities:

Pet area, accessible heated lounge
on car deck and accessible
washrooms

Denman Island-Vancouver Island

Route:

*Care has been taken to ensure that the contents of this page are accurate, but vessels are periodically modified and BCF does not accept any responsibility or any liability for any errors or inaccuracies in the data listed.

Terminal Street Addresses

There is prominent signage on the highway approaches to BC Ferries terminals, so you don't need to know the street addresses in order to find them. Still, you may find this information useful as you plan your travels around coastal British Columbia.

While looking over the addresses below, you'll notice that some terminals do not have official street numbers. This is because they are integrated with the provincial highway system. For example, Swartz Bay terminal is at the north end of the Patricia Bay Highway; Prince Rupert terminal heads into Fairview Highway.

Also note that some of our smaller terminals are not staffed on a full-time basis. In these cases, the nearest fully staffed terminal is identified.

For information about BC Ferries, please call 1-888-BC FERRY (1-888-223-3779)

Mainland-Vancouver Island | Sunshine Coast | Northern Gulf Islands/Powell River | Southern Gulf Islands | Mid-Coast/Northern Route Terminals

Mainland-Vancouver Island

Departure Bay

680 Trans Canada Highway
Nanaimo, BC V9S 5R1
Driving Instructions

Duke Point

400 Duke Point Highway
Nanaimo, BC V9X 1H6
Driving Instructions

Horseshoe Bay

6750 Keith Road
West Vancouver, BC V7W 2V1
Driving Instructions

Swartz Bay

Patricia Bay Highway
Mailing Address:
11300 Patricia Bay Highway
Sidney, BC V8L 3S8
Driving Instructions

Tsawwassen

#1 Ferry Causeway
Delta, BC V4M 4G6
Driving Instructions

Sunshine Coast

Langdale

1376 Port Mellon Highway
Langdale, BC V0N 1V0
Driving Instructions

Snug Cove

Bowen Island, BC V0N 1G0

Keats Island

Keats Landing, BC

Part 5: Work Atmosphere & Communications

Employee Communications

- BC Ferries Employee Intranet
- SailSafe Employee Intranet
- The Wave (Employee magazine)
- SeaWorthy (Safety internal magazine)
- Living Well (Health and Wellness internal magazine)
- President & CEO Employee Information Sessions
- Weekly "Safety Update" emails to all employees
- SailSafe Town Halls

April 30, 2015

Excellence in Safety Awards

Congratulations to all of the winners of this year's Safety Awards. Along with Chris Abbott, President of the BC Ferry and Marine Workers' Union, I am proud to recognize teams and individuals who have integrated the guiding principles of the Safety Management System into their mainstream operations. I am consistently impressed with the dedication and commitment to safety on all of our vessels, at our terminals and in our shore-based offices. Those who went above and beyond were recognized for their efforts and I applaud them for their safety leadership.

Fleet and Terminal News

Allford Bay has a new crew accommodation building, and employees began using it this month. It was built to replace the crew trailer there previously, and contains two bachelor units for relief crew members and other employees who travel to Allford Bay. It also has a meeting room and a staff gym facility.

The steel cut on the second of the intermediate class ferries (ICF) took place in Poland this month, marking another milestone in the construction of our three new ships. Construction of the third ICF will begin this summer.

Several ship refits are progressing well, with work on the Northern Expedition and the KICSA continuing at the Fleet Maintenance Unit, the Nymph at Allied Shipbuilders and the Coastal Celebration at Swartz Bay. The Queen of Capilano will return to service in May after a mid-life upgrade.

Southern Gulf Islands Customer Needs Assessment

A survey is underway to improve sailing schedules for the Southern Gulf Islands routes, which will see two of the new ICFs in service in 2017. The survey is part of a nine-month consultation process to gather customer feedback. The first survey will be followed by public open houses in late-summer and another survey this fall/winter to reveal the sailing schedule options and ask customers to identify their preferred schedules. The [Customer Needs Assessment](#) survey is open now, and will close on May 7th.

Wi-Fi Update

A project is underway to improve the Wi-Fi network on our major routes. We have heard from customers and employees that the speed of our network is less than optimal and we have been working on a project to improve connectivity. We will always have challenges with Wi-Fi as it is affected by weather and other factors such as the number of people using it and the ship-to-shore connectivity. This project is scheduled to be completed in time for the summer season and you should notice that our Wi-Fi network on major routes will be faster and more consistent.

Employee Information Sessions

The last employee information sessions wrap up today and I hope the sessions were as informative for you as they were for me. I always appreciate hearing the insight and questions employees have and will endeavor to get more information out to you on the topics that came up. If you didn't make it to a session, DVDs will be available.

As we head into the busy season, I encourage everyone to continue to focus on safe operations, looking out for your fellow crew members and co-workers and supporting our new staff.

Mike Corrigan
President & CEO

THE BC FERRIES' EMPLOYEE NEWSLETTER | SPRING 2016

WAVE



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SEAWORTHY



OCTOBER 2015
VOLUME 5 - ISSUE 2

A simple and effective safety strategy.



TNRS
ISSUE

Office Ergonomics | What is the OPRRC? | Evolution of our Safety Culture | SMS Training Update
KSO Thermal Support Vists | The good of IAR | Risk Management - Take Action | DPA Message -- and more!

Wednesday, April 23, 2014

News Releases | Current Conditions | Schedules




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 Company Policies
 CHMS (Maximo)
 Seaforward
 The Wave
 Internet Home
 Internet Home
 Help Contacts

[Safety Links](#)

[Benefits](#)

BC Ferries
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 BC Ferries 10000000
 Customer Service
 CHMS
 enCompass
 Information

[Forms](#)

News

Employee Discounts







Been a while since you've checked out the Employee Discounts page? [CLICK](#) for a look!

April 7, 2014
 Salsola's First Pregnancy
 Celebrated - Summer
 2014

March 23, 2014
 President's Awards
 2013-2014

March 22, 2014
 Reflecting on the 10th
 Anniversary of the
 Queen of the North
 Incident

March 17, 2014
 ALERT Bulletin #10
 Beach Safety
 Maintenance

[more >>>](#)

ALERT Bulletin
 All Learning Events Reported
 Today. Information about recent
 BC Ferries safety incidents.

Injury/Incident Statistics
 About employee and passenger
 injuries and incidents.

Salsola Wins
 View all Salsola's wins to date.

To report a problem with the website or Employee Self Service please
 contact the Service Desk at 878-1234 or 1-866-515-1234.

Search:

This page revised as of Fri, 18 Mar 2010 13:41:08 GMT
 by Paul Curtis



Alert Summary

Twelve injury prevention opportunities (ALERTS) were submitted last week. One of those has already been resolved due to the successful implementation of proper control measures. The remaining items will be addressed through the ALERT process.

CATERING AND RETAIL SERVICES

ALB-6601 Queen of Alberni
The location of the fixed eyewash station in the First Aid room presents a hazard for head injury during usage.

NADV-6605 Northern Adventure
Crew transferring from the Northern Expedition arrive without proper amount of rest due to a long ship move.

ENGINEERING

ISKY-6600 Island Sky
Work conducted without complete lockout procedures.

SVI-6602 Spirit of Vancouver Island
The electric heaters on the Lube Oil Purifiers are overheating. This presents a fire hazard.

NADV-6606 Northern Adventure
There isn't enough time allotted for engineering to complete adequate emergency drills.

FLEET OPERATIONS

SVI-6603 Spirit of Vancouver Island
Life jacket door would not open more than 6" because a vacuum handle had fallen behind the door. There should be no cleaning supplies in the locker.

COQ-6609 Queen of Coquitlam
Baggage dolly door is hard to close.

TERMINAL OPERATIONS

TSA-6604 Tsawwassen
Vehicles driving the wrong way through ticket booths.

SWB-6607 Swartz Bay
The ramps on the compost trailer fall down while being towed. The locking pins that hold the gates up loosen off during transit allowing the ramps to fall.

VB-6608 Village Bay
Elevated concrete pad at Berth #2 needs high-vis paint to highlight raised edges (resolved).

British Columbia Ferry Services Inc.

Application for the 2017 Canada's Top 100 Employers Project

Book 2 / 2

The logo for BC Ferries, featuring a stylized white wave icon to the left of the text "BC Ferries" in a bold, sans-serif font.

BC Ferries

ancial

ocial

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Apr 2 - 1940 Births

Excluded Employees (16%)

- MSP Premiums employer paid
- SunLife Extended Health and Dental
- SunLife Optional Life Insurance
- **\$1000 Health Spending Account**, Option to transfer 10 future vacation credits to increase Health Spending Account
- SunLife Travel
- Short Term Disability coverage
- Long Term Disability coverage
- Homewood Health EAP
- WHEEL – funding for employee health and wellness initiatives



Counseling
Coaching
Soutien

Il est maintenant plus facile d'atteindre
vos objectifs santé et mieux-être.

Votre Programme d'aide aux employés[®] et à leur famille (PAEF)




Homewood
Health | Santé




Sun
Life Financial

CFerries

prior to February 1, 2006
all earnings for Basic Life
Insurance Payment form and Regular
Insurance Payment form or after February 1, 2006

Product Number 45710 and 23230
Effective October 1, 2010

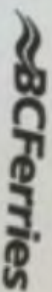

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Optional Life Insurance

Do you have enough Life Insurance?

Optional Life Insurance offers peace of mind for you and your family with a number of great advantages. Not only is it cost-effective (you can add to your Basic coverage for just a few dollars a month), it's also convenient (pay premiums through handy payroll deduction). Talk to your financial advisor and your family about how much coverage you may need.

As an exempt employee of BC Ferries, you are eligible to apply for Optional Life with Sun Life Financial. You can buy up to \$500,000 (in units of \$10,000) of Optional Life Insurance by completing the Optional Life portion of the BC Ferries Optional Benefits Enrollment Form and forwarding it to your HR Department. You will also be required to complete a Statement of Health. This form should be sent directly to Sun Life (address is on the form).

For your Spouse

You can also buy up to \$500,000 (in units of \$10,000) of Optional Life Insurance for your spouse if they are under age 70 and residing in Canada, by completing the spouse portion of the Optional Life portion of the BC Ferries Optional Benefits Enrollment Form and submitting it to your HR Department. Coverage on your spouse will require completion of the Statement of Health and should be forwarded directly to Sun Life.

Monthly Premium Cost per \$10,000 of coverage

Your premium is based on your age, gender, smoker status and the amount of life insurance you select. The monthly rates per \$10,000 unit for you and/or your spouse are shown in the chart below:

Applicant's Age (next birthday)	Monthly Rate per \$10,000 Unit			
	Male		Female	
	Non-Smoker*	Smoker	Non-Smoker*	Smoker
Under 25	\$0.63	\$1.25	\$0.24	\$0.40
25 - 34	\$0.50	\$1.00	\$0.28	\$0.47
35 - 39	\$0.63	\$1.25	\$0.43	\$0.71
40 - 44	\$1.01	\$2.00	\$0.71	\$1.19
45 - 49	\$1.90	\$3.76	\$1.23	\$2.07
50 - 54	\$3.36	\$6.86	\$2.06	\$3.45
55 - 59	\$5.81	\$11.53	\$3.46	\$5.79
60 - 64	\$7.92	\$16.72	\$4.86	\$8.15
65 - 69	\$11.72	\$23.23	\$7.96	\$13.21

* Non-smoker is defined as having abstained from smoking tobacco products for at least 12 months prior to your application.

Things you should know

- If your coverage has been in effect for less than 2 years, no benefit will be paid if death is by suicide.
- If your Optional Life Insurance ends because you stop working, retire, or reach age 70, you can convert your coverage to a Sun Life Financial individual life insurance policy without having to provide proof of good health as long as you apply within the time limit. The maximum you can convert is \$200,000 combined with your Basic Life coverage.
- If you become totally disabled while insured and you are under age 65, you will continue to be covered while you are disabled and Sun Life Financial will waive the premium you would normally pay for that period if your LTD claim is approved by Sun Life.
- If your spouse becomes totally disabled, premium must continue to be submitted in order for the insurance to remain in force.

Appointing a Beneficiary

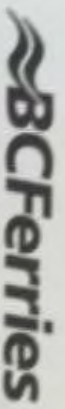
You will need to appoint a beneficiary for your employee and spousal Optional Life Insurance coverage. If you don't, your benefit would be paid to your estate. For your spouse's Optional Life Insurance coverage, Sun Life will pay the full amount of the benefit to the last named beneficiary on file. If a beneficiary is not named, their benefit would be paid to you.

 BC Ferries

All Aboard

POLICIES PRACTICES & BENEFITS

(For Exempt Employees) November 2015



HUMAN RESOURCES POLICY

SUBJECT:
Employee Status on Leave
and Disability

POLICY:
HRB.0

CREATED:
March 1, 2006

GROUP APPLICABLE:
Exempt Employees

REVIEWED BY:
Executive Vice President
Human Resources

APPROVED BY:
President & CEO

REVISED:
April 1, 2007

PURPOSE:

POLICY:

s: 13

BC Ferries Employee Benefits – Bargaining Unit Pacific Blue Cross Extended Health Care Plan

Effective April 1, 2016

The Extended Health Care Plan is designed to partially reimburse specified medical expenses which are not covered by MSP or the Hospital Program or services not reimbursed through the Pharmacare program.

Effective April 1, 2016 the life-time maximum for claims reimbursed is \$500,000. The annual deductible is \$55.00.

Members and their registered dependents are eligible for coverage under this plan. A dependent is eligible to the age of 21 when not married or living in a common-law relationship and is mainly supported by the Member. Dependents to the age of 25 are eligible if enrolled in full time school or university. For specific information on eligibility, contact Pacific Blue Cross.

- Practitioner services are reimbursed at 80% for the first \$1,500 in paid claims in a calendar year of total paramedical expenses after the deductible of \$55.00 has been paid.

For details on your Extended Health Care Plan, Medi-Assist or for travel insurance visit the website at <http://www.pbc.bluecross.ca/> or call 604-419-2700 in the Lower Mainland or 1-800-873-2583.

Overview of Services

Service	Description
<ul style="list-style-type: none"> Acupuncture 	\$200 per person to a \$500 maximum per family per calendar year. Verify eligibility of acupuncturist with Pacific Blue Cross.
<ul style="list-style-type: none"> Ambulance (medical emergency) Breast prosthetics and prosthetic bras Chiropractic Services Diabetic Devices 	Emergency transportation to local hospital or air service to nearest acute care facility \$1,000 maximum in a 12 consecutive month period Maximum - 2 units per person per calendar year \$200 per person to a \$500 maximum per family per calendar year Needleless insulin injector - \$100% reimbursed to a \$500 maximum per person per calendar year
<ul style="list-style-type: none"> Drugs and Medicines 	Insulin infusion pumps – Maximum 1 pump per lifetime Eligible medicines limited to those on the current policies
<ul style="list-style-type: none"> Oral and Injectable Contraceptives Hairpieces and Wigs 	Low cost alternative medicines – Maximum 1 unit per lifetime Covered As a result of alopecia, wigs are covered up to a maximum of \$500 per calendar year
<ul style="list-style-type: none"> Hearing Aids 	Additional fee for private or custom hearing aids Adults: 100% up to \$1,000 Children: 100% up to \$500
<ul style="list-style-type: none"> Hospital Charges 	Additional fee for private or custom hearing aids include telephone, television, etc.



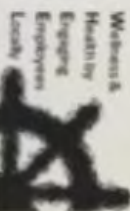
Employee & Family
Wellness

Contact us 24/7
1-800-663-9099

www.pbc.ca/employee-wellness
 paramed. info

 BC Ferries

**come
sail
with us**



WHEEL Application - Guidelines and Criteria

1. INTRODUCTION

BC Ferries and BC Ferry & Marine Workers' Union jointly support the growth of a healthy workplace. By promoting health and wellness in the workplace across our fleet, we demonstrate our commitment to a safe and healthy work environment.

2. BACKGROUND

The Sailsafe Health and Wellness Program provides employees with two main options:

- **Sprout** – an online community focused on health and wellness. On the Sprout website you can set and track progress to your personal goals, make or join groups to connect with colleagues with similar interests, and see and participate in events in your community and around the fleet.
- **WHEEL** – local health and wellness initiatives that are funded by Sailsafe. The fund will support the introduction of healthy initiatives and requires the commitment that each local team intends to support the development of sustainable long term health and wellness.

3. WHEEL INITIATIVE

The purpose of WHEEL is to enable local teams to develop and execute sustainable health and wellness initiatives. These initiatives should be designed to encourage maximum participation and should also create and maintain healthy work environments through knowledge, skill development and long term improvement. The program provides funds aimed at kick starting these local health-related initiatives and requires commitment that each participant intends to support the long term development of successful programs.

This initiative is guided by the Safety Strategy Plan - Strategy #5: 'Create a Healthy Workplace Environment': BC Ferries' success depends not only on a skilled workforce but also a healthy workforce. The health of an employee and the choices made by an employee are important considerations not only for determining an employee's individual risk of injury but also for injury recovery and overall long term health.

4. FUNDING CRITERIA

Proposed initiatives must:

- A. Promote the health and wellness of BCF employees.
- B. Be accompanied by a statement demonstrating how the initiative will be sustained on a continuing basis before and/or after the funding period. (i.e. We will train three times per week for 8 weeks to prepare for the BMO marathon)
- C. Include a monetary commitment from each team member and/or the individual involved
- D. Satisfy two of the three pillars of health: physical, nutritional and/or mental wellbeing.
- E. Include total costs to achieve the initiative and details regarding the financial investment of the team/group unit and/or individual participant.

SAILSAFE

Home My Profile Only My Team My Organization My Account
 My Profile My Account My Team My Organization My Account

EMPLOYEES ONLY

Logout as an Employee | [My Profile](#)

Health & Wellness

Vegeting a bit longer?

[sailsafe@hawaii.com](#)

An apple a day...



SPROUT



WHEEL



NUTRITION



INTERGRATE



LIBRARY



STRETCHING



THE 10000 WELLS



RESOURCES

Click on your apple device for quick access to your favorite topic!

You are a team of employees committed to keep going for company success under support of our leaders and authority. Collaborative use research and develop ideas that can improve everyone's mental health with focus on nutrition, physical and mental wellness.

Of course we hope you find this webpage helpful in your own personal journey!

—Aloha, Kiana, Kiana, Mitchell G, Mitchell F, Richard G, Richard S, Ryan E, Ryan G, Sherry, Theresa, Theresa, Stephen and Stephanie

Have a question or need more SIBBY info? Click on a box at sailsafeandwellness@hawaii.com

SPROUT

Sprout is the only on-line community just for us - the employees of BCS. Sprout is a site to the experts in your community - so whether you're around the table with senior SIBBY members and a way for you to share your own address guide. Anyone can sign up using your BCS email address. If you don't have a BCS email address just send sailsafe@hawaii.com a quick note and we'll have you on Sprout in no time!

• Frequently Asked Questions »

Part 7 - Financial Benefits and Compensation

Part 12 - Vacation and Paid Days Off

Part 8 - Family Friendly Policies

Part 13 - Community

Part 9 - Program Experienced En

Part 15 - Community

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SAILSAAFE

A CLEAR COMMITMENT

Employee Cookbook and Fresh Food Guide

Part 7 – Financial Benefits
and Compensation

Part 12 – Vacation and
Paid Days Off

Part 8 – Family Friendly
Policies

Part 13 – Community

Part 9 – Programs for
Experienced Employee

Part 15 – Canada's

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Employee
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Compensation and Recognition

- Annual wage increases
- Public Service Pension Plan (Defined Benefit)
- Free Ferry travel for Employees and their dependents
- Employee discounts at many participating businesses throughout British Columbia
- BC Transit Subsidy
- Participation rewards from Sprout – our online wellness community
- Long Service awards
- “On the Spot” rewards include coffee shop gift cards
- Shift premiums for Bargaining Unit employees
- Excellence in Safety Awards
- Operational Excellence Awards



HUMAN RESOURCES POLICY

SUBJECT:
Employees Ferry Pass Program

POLICY:
HR10.0

CREATED:
October 1, 2009

GROUP APPLICABLE:
All Employees

REVIEWED BY:
Executive Vice President
Human Resources & Corporate Development

APPROVED BY:
President & CEO

REVISED:
November 19, 2010

PURPOSE:

POLICY:

s. 13

Part 11 - Training and Development

Part 12 - Vacation and Paid Days Off

Part 13 - Community
Part 8 - Family Friendly
Policies

Part 15 - Canada's
Part 9 - Programs for
Experienced Employees

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28
Employee
ment

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Public Service Pension Plan

building a future together



My Account

Logon

Register Now

Problems Logging In?

Search:

Go

Public Service

MEMBER

RETIRED MEMBER

EMPLOYER

Welcome to your online source for pension information from the Public Service Pension Plan. The plan serves more than 115,000 active, inactive and retired members and their employers in British Columbia. Members and employers come from a variety of sectors across the province including the provincial government, transportation, health and others.

Plan membership is broken down into about 56,000 members who are contributing to the plan. There are more than 43,000 retired members and more than 16,000 inactive members. Inactive members are no longer with a plan employer but have contributions with the plan. As published in the 2015 Annual Report, the plan holds assets in excess of \$26 billion. In reference to other pension funds, the Towers Watson P&UTW 300 ranking (September 2015) ranks the BC Public Service Pension Plan as the eighth-largest pension fund in Canada. This ranking is based on the status of the fund as at March 2014.

News

[Web outage - Sunday, April 24, 2016 7 AM to 11 AM](#)

Posted: April 18, 2016

[Member News - Update to Pension Benefits Standards Act changes of September 30, 2015](#)
Posted: April 07, 2016

[More](#)

StraightTalk

Learn the facts about the plan's sustainability, cost-effectiveness and value by reading [StraightTalk](#).

[Feature article - Shifting Public Sector DB Plans to DC - The Experience so far and Implications for Canada \(October 2014\)](#)

[More](#)

Featured Info

[Pension Division Upon Marital Breakdown](#)

[New - Nomination of Beneficiary Options](#)

Resources

Work Life Pension.
Know what you don't know

[STAFF NOW >](#)

My Account

My Account offers you secure online access to your pension. Use your personalized pension estimator, view your personal information and Member's Benefit Statements, or register for a pension planning seminar near you.

Registration is easy! [Log in to My Account](#) to get started.

[More](#)

Member
My Account
New Member
Mild Career
Near Retirement
Resources
Publications
Forms
Investment Info
News
StraightTalk
FAQ
Links
Plan Governance
Contact
Retired Member Employer
PENSION CORPORATION
bcimc

Part 15 - Canada's
 Part 9 - Programs for Experienced Employees
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 Part 13 - Community
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 Part 11 - Training and Development
 28 employee ment



Discounts for BC Ferries Employees Products and Services

Always be ready to show your BC Ferries I.D. All transactions are strictly between you and the business offering the product or service.



Auckland's Grainger features an employee purchase program with discounts on all personal purchases of industrial, fleet and safety products. Available at AG locations across BC.



Bastion Cycle offers 5% off new regular priced bicycles and 10% off regularly priced accessories. Located in Nanaimo on Departure Bay Road.



Catalpa Spa & Billiards offers 10% off spa chemicals, and personal discounts on spa packages. Located in Nanaimo at 4000 Couruna. Ask for Murray.



Cloverdale Paint offers employees 30%-40% off paint and 15%-40% off select sundries & equipment. Discount is available at all locations.



Dignity Memorial provides funeral, cremation and cemetery services through over 1800 locations in the US and Canada. Special employee rates are available. [View details >>](#)



Save \$30 off each pair of Blundstone and R.M. Williams boots. **Australian Boot Company** is located at 1969 West 47th Ave in Vancouver.



Black's Cycle in Courna gives BC staff 10% off bikes, parts and accessories (excluding sale items). [Visit them online >>](#)



Canadian Springs extends its Preferred Employee Offer to staff of BC Ferries. Includes bottled water delivery or an advanced water filtration system for your home. [View details >>](#)



Costco offers a special deal on memberships for BC Ferries staff. Join as a new member and receive a \$10 cash card. [View details >>](#)

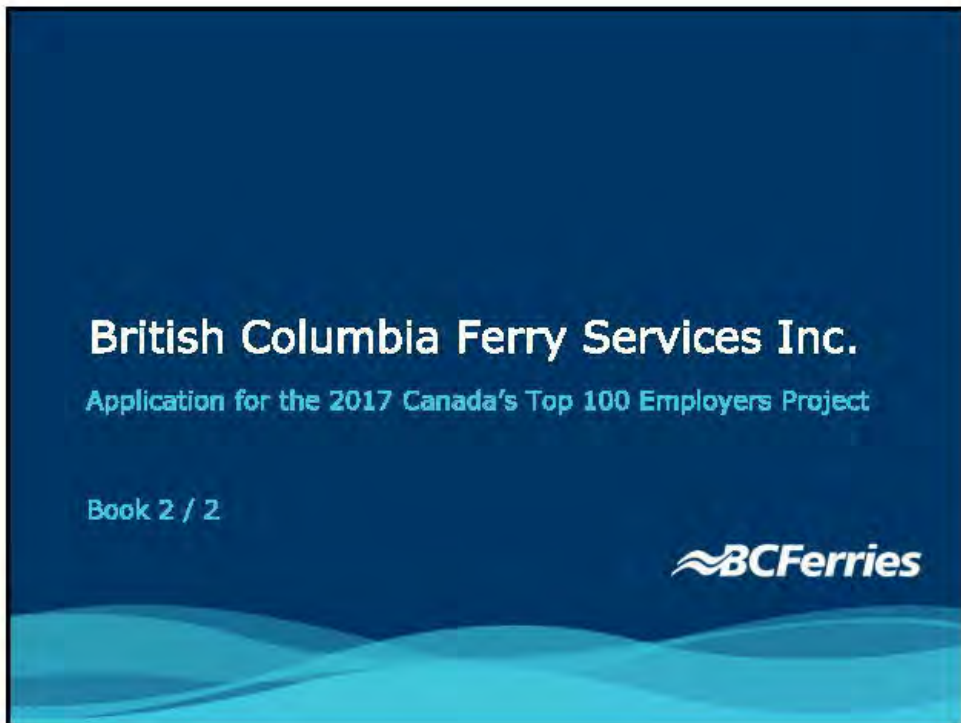
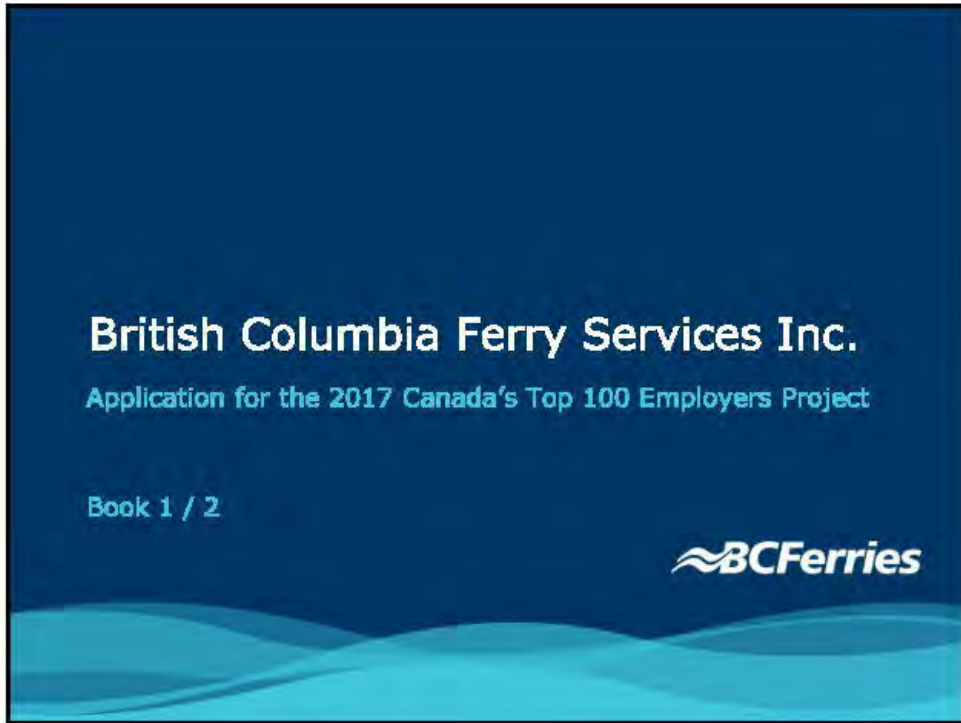
Part 11 - Training and Development

Part 12 - Vacation and Paid Days Off

Part 13 - Community Policies

Part 9 - Programs for Experienced Employees

Part 10 - Employee Engagement



Part 2: About our Business



Corporate Profile

BC Ferries is one of the largest ferry operators in the world, providing year-round vehicle and passenger service on 24 routes to 47 terminals, with a fleet of 35 vessels. We are an essential transportation link that connects coastal communities and facilitates the movement of people, goods and services.

In April 2003, BC Ferries was transformed from a Crown corporation into an independent, commercial organization under the Company Act. Our Company is governed by an Independent Board of Directors appointed by the B.C. Ferry Authority.

May 12, 2023

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Part 2: About our Business



Our Vision

To provide a continuously improving west coast travel experience that consistently exceeds customer expectations and reflects the innovation and pride of our employees.

Our Mission

To provide safe, reliable and efficient marine transportation services which consistently exceed the expectations of our customers, employees and communities, while creating enterprise value.

May 12, 2023

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Part 2: About our Business



Our Values

Safety

- Ensure that the safety and security of our customers and staff is a primary concern in all aspects of doing business.

Quality

- Be motivated by customer expectations in providing quality facilities and services.

Integrity

- Be accountable for all our actions and ensure we demonstrate integrity in our business relations, utilization of resources, treatment of our customers and staff, and in the general conduct of our business.

Partnerships

- Work openly and constructively with our various business and community stakeholders to exceed the expectations of our customers and advance each other's interests.

Environment

- Ensure that environmental standards are maintained.

Employees

- Always deal from a position of honesty, integrity and mutual respect, and ensure that our employees develop to their full potential.

May 12, 2023

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Part 2: About our Business



Where We Sail

Our most popular crossings sail between Vancouver Island and Metro Vancouver. They can last from about 95 minutes to two hours, depending on which route you take. There are three to choose from with frequent sailings every day of the year.

Shorter hops include service to the Southern Gulf Islands from both Vancouver and Vancouver Island, and to communities along the Sunshine Coast, northwest of Vancouver. There's also a shortcut between Brentwood and Mill Bay linking the Saanich Peninsula (near Victoria) with the Cowichan Valley.

Further up the coast, BC Ferries provides year-round service between Vancouver Island and a number of Northern Gulf Island communities.

May 12, 2023

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Part 2: About our Business



For more of a "cruise line" experience, consider a voyage through British Columbia's majestic Inside Passage. This one is particularly popular with international travellers, going from Port Hardy at the northern end of Vancouver Island to Prince Rupert, gateway to southeast Alaska.

The crossing from Prince Rupert to Haida Gwaii is another fascinating travel opportunity. Sometimes referred to as the "Canadian Galapagos", Haida Gwaii provides habitat for many different species of wildlife. These islands are the ancestral home of the Haida Nation and feature many unique cultural attractions.

BC Ferries' service between Port Hardy and Bella Coola opens up British Columbia's spectacular mid-coast. It's the Discovery Coast Connector, so named because it opens up a part of the province that has been difficult to reach in years past. Stops include McLoughlin Bay-Bella Bella, Shearwater on Denny Island, Klemtu and Ocean Falls.

May 12, 2023

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Part 2: About our Business



Key Accomplishments: Baynes Sound Connector

On November 19, 2015 we officially took ownership of our first cable ferry, the Baynes Sound Connector.

This cable ferry will provide environmental benefits and significant fuel cost savings, using less than half the fuel of the ship that previously on the route.

More details on all key accomplishments can be found in the attached 2014-2015 Annual Report and 2015 Q3 Report

May 12, 2023

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Part 2: About our Business



Key Accomplishments: Salish Class Vessels

Over the next two years, BC Ferries will be introducing its Salish Class of vessels. The Salish Orca and the Salish Eagle will be introduced into service on the Southern Gulf Islands routes starting in 2017.

These two new vessels, as well as a third ICF (the Salish Raven) that will serve to augment peak and shoulder season service in the Southern Gulf Islands, are being built at Remontowa Shipbuilding S.A. in Gdansk, Poland.

These new vessels will be capable of running as dual-fuel on either liquefied natural gas (LNG) or ultra-low Sulphur diesel. The first ICF is scheduled to arrive in August 2016, the second in October 2016, and the third in February 2017.

May 12, 2023



Part 2: About our Business



Key Accomplishments: Fare Flexibly and Digital Experience Initiative

We are modernizing the way BC Ferries sets prices, sells travel and manages loads, and allows the opportunity to offer discounted fares for off-peak travel.

May 12, 2023



Part 2: About our Business



Key Accomplishments: New Collective Agreement

- Deal reached October 30th, 2015, prior to expiration of previous Collective Agreement. Ratified in December 2015.
- 5 year term, marking 17 years of labour stability for BC Ferries employees.
- 8.55 % wage increase over 5 years
- Improvements to Health Benefits
- Improvements to Safety Items

May 12, 2023

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Part 2: About our Business



Key Accomplishments: Safety

By focusing on safety through our SailSafe program, a joint initiative between the Company and Union, we have reduced employee days lost due to injury by 58% and time loss injuries by 61% since the program was introduced in 2007.

Since last Spring, over 500 employees have participated in the Operational Readiness Exercise process. This important safety training includes man-overboard exercises and fire drills.

May 12, 2023

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Part 2: About our Business



Key Accomplishments: LNG as fuel source

Our 3 new Salish Class Vessels are being built will use LNG as a fuel source.

In addition, we have secured a contract to for our 2 Spirit Class vessels to be converted to use LNG as a fuel source during their upcoming mid-life upgrades.

On January 29, 2016 we signed an agreement to receive up to \$10 million contribution from FortisBC Energy Inc as part of the Natural Gas for Transportation Incentive.

May 12, 2023

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Part 2



Attachments

Annual Financial Statements
 2015/2016 Business Plan
 2015 Q3 Report
 Our Executive Team
 Route Map and BC Ferries 'All Aboard' magazine
 Media Releases and select media clippings for key accomplishments

May 12, 2023

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Part 3: About our Workforce



Come Sail with Us!

Here's just some of the exciting careers we offer:

- Catering, Customer Service Attendants
- Cooks, from Galley Helper to Red Seal cooks
- Chief Steward
- Terminal Attendants and Equipment Operators
- Ticketing
- Engine Room Assistant
- Licensed Marine Engineers and Chief Engineers
- Deckhand / Bridgeward
- Deck Officers and Masters
- Various trades opportunities
- Information Technology
- Payroll
- Retail Merchandiser
- Customer Service
- Travel Agent - Vacation Centre
- Commercial Services Drivers
- Accounting and Finance...

The opportunities are endless!

May 12, 2023

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Part 4: Physical Environment



Head Office - The Atrium

BC Ferries head office is located in "The Atrium" and is Victoria's most sought after commercial building.

The Atrium Building is seven storey class AA office building with a retail podium located at the corner of Blanshard and Yates Street in the heart of Victoria's central business district. The building features forward thinking architecture, cutting edge systems and dynamic public areas including a large central atrium.

On-site amenities include a fully equipped fitness facility, shower and change rooms, 24-hour security, underground parking and secure bicycle storage. The building also benefits from ground floor retail offerings including a high quality mix of restaurants, cafes and service oriented businesses.

The Atrium Building was designed for optimized energy efficiency and environmentally conscious operations and is certified LEED Gold by the Canada Green Building Council

May 12, 2023

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Part 4: Physical Environment



Worksites with Awe-Inspiring Views

Worksites at BC Ferries span across the beautiful coast of British Columbia, and are comprised of 47 terminals, 35 ships, 1 Fleet Maintenance yard, Terminal Maintenance facilities, and a BC Ferries Vacations travel centre in downtown Vancouver.

Employee facilities range from exercise rooms at major terminals, outdoor seating and tables alongside the beach in some area, live aboard cabins for long voyage vessels, and most worksites offer full kitchens available to prepare a healthy meal while at work.

May 12, 2023

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Part 4



Attachments

JAWL properties "Atrium"
 BC Ferries Terminal locations
 Vessel specifications

May 12, 2023

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Part 5: Work Atmosphere & Communications

Employee Communications

- BC Ferries Employee Intranet
- SailSafe Employee Intranet
- The Wave (Employee magazine)
- SeaWorthy (Safety Internal magazine)
- Living Well (Health and Wellness Internal magazine)
- President & CEO Employee Information Sessions
- Weekly "Safety Update" emails to all employees
- SailSafe Town Halls

May 12, 2023

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Part 5

Attachments

President & CEO Employee Information Sessions & Monthly Updates
 The Wave
 SeaWorthy
 Living Well (Health and Wellness Internal magazine)
 BC Ferries Employee Intranet
 SailSafe Employee Intranet
 SailSafe Town Hall Information
 Sample of weekly "Safety Update" emails to all employees

May 12, 2023

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Part 6: Health Benefits



Excluded Employees (16%)

- MSP Premiums employer paid
- SunLife Extended Health and Dental
- SunLife Optional Life Insurance
- **\$1000 Health Spending Account**, Option to transfer 10 future vacation credits to increase Health Spending Account
- SunLife Travel
- Short Term Disability coverage
- Long Term Disability coverage
- Homewood Health EAP
- WHEEL – funding for employee health and wellness initiatives

May 12, 2023

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Part 6: Health Benefits



Bargaining Unit Employees (84%)

- MSP Premiums employer paid
- Blue Cross Extended Health and Dental – IMPROVED!
- Group Life Insurance – Employer covers first \$80,000
- Optional Spouse and Dependent Life Insurance
- Short Term Illness and Injury plan – 6 month coverage
- Long Term Disability coverage
- PPC Canada EAP
- WHEEL – funding for employee health and wellness initiatives

May 12, 2023

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Part 6: Health Benefits



Health and Wellness with **Sprout!**

Sprout is an online Health and Wellness community open to all BC Ferries employees. Over 2000 BC Ferries are Sprouting!

The **BC Ferries Employee Cookbook** was so successful last year, we published a second annual cookbook in 2015.

May 12, 2023

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Part 6



Attachments

- SunLife Benefits Information
- All Aboard book for Exempt employees
- Homewood EAP
- Pacific Blue Cross Benefits for BU employees
- PPC EAP for BU employees
- Sprout FAQ's
- Employee Cook Book

May 12, 2023


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Part 7: Financial Benefits & Compensation 

Compensation and Recognition

- Annual wage increases
- Public Service Pension Plan (Defined Benefit)
- Free Ferry travel for Employees and their dependents
- Employee discounts at many participating business throughout British Columbia
- BC Transit Subsidy
- Participation rewards from Sprout – our online wellness community
- Long Service awards
- “On the Spot” rewards include coffee shop gift cards
- Shift premiums for Bargaining Unit employees
- Excellence in Safety Awards
- Operational Excellence Awards

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Part 7 

Attachments

- Employee Ferry Pass Program
- Public Service Pension Plan
- Employee Discounts

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Part 8: Family Friendly Policies



Maternity Leave - Supplemental Employment Benefit

In addition to their Employment Insurance Benefits, regular and casual employees (who are eligible for benefits), on Maternity Leave shall be eligible to receive a supplemental top-up to an amount of 75% of their base pay for a period not to exceed 17 weeks.

(Bargaining Unit and Exempt Employees)

May 12, 2023

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Part 8: Family Friendly Policies



Other Family Friendly Policies at BC Ferries

- Flexible work schedules available
- Job-Sharing
- 35 hour work week
- Telecommuting
- Special Leave (10 days) for reasons including marriage of the employee or employee's child, birth of a child, domestic emergencies, attend funeral, citizenship hearings, moving household, court appearance of child
- Family Illness Leave available

May 12, 2023

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Part 9: Programs for Experienced Employees

For experienced employees...

- No mandatory retirement age – many employees choose to continue working with us after they become eligible for retirement, and we are glad to have their expertise!
- BC Ferries participates in the Public Service Pension Plan. In addition to the information and session available through the Plan provider, BC Ferries pension and benefits team host information sessions various locations around the fleet to help employees plan for retirement
- Pre-retirement leave
- Vacation Leave on Retirement
- Retirement Bonus
- Retiree Ferry Travel Pass Program
- Flexible part-time work available for retired employees

May 12, 2023

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Part 10: Employee Engagement

- Employee Engagement surveys are conducted every 24 months
- Confidential employee feedback is collected on the Presidents Tour “President & CEO’s Employee Information Sessions”

May 12, 2023

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Part 11: Training and Development



Training and Development programs are designed and delivered to help our BC Ferries employees navigate their careers

- BC Ferries Academy
- Marine Education Program
- Organizational and Leadership courses
- Performance Management workshops
- Standardized Education and Assessment (SEA)
- Over 50 positions now a part of SEA
- "Career Navigator" now launched
- Mentorships
- Trades Apprenticeships

May 12, 2023

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Part 11



Attachments

BC Ferries Academy
 Marine Education Program
 Organizational and Leadership courses
 Performance Management workshops
 Standardized Education and Assessment (SEA)

May 12, 2023

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Part 12: Vacation and Paid Days Off



Bargaining Unit employees are also eligible for the following paid days off:

- Special Leave (10 days) for reasons including marriage of the employee or employee's child, birth of a child, domestic emergencies, attend funeral, citizenship hearings, moving household, court appearance of child
- Family Illness Leave
- General Leave
- Deferred Salary Leave (6-12 months)
- Sick or Bereavement leave during vacation is credited back to the Employee's vacation bank

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Part 13: Community Involvement



Celebrating British Columbia's Coast Salish Culture

The names Salish Orca, Salish Eagle and Salish Raven for our 3 new vessels were chosen to honour the Coast Salish people and the Salish Sea where these vessels will operate.

To celebrate Salish culture, BC Ferries is working with the First Peoples' Cultural Council to select Coast Salish artisans to design artwork for the exterior and interior of the vessels.

BC Ferries anticipates beautiful designs that both preserve and advance Coast Salish culture.

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Part 13: Community Involvement



Community Investment Program

- BC Ferries is committed to coastal communities, from maintaining a constant flow of goods and services, to linking families and friends, and attracting tourists to our Province's many unique destinations. Our support spans a wide range of activities. Contributions that support the company's long-term commitment to coastal communities fall within the following identified priorities of the BC Ferries Community Investment Program:
 - Coastal Festivals & Events
 - Sport (through the [ViaSport](#) Program)
 - Children's Charity (through corporately organized events; direct funding not available through the Community Investment Program)

BC Ferries Sport Experience Program

- BC Ferries partners with ViaSport to provide in-kind travel for not-for-profit sport organizations and youth athletes. After an application is approved, BC Ferries provides vouchers for youth athletes traveling to compete in international events, national championships, western Canadian championships, provincial championships or selection camps.

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Part 13: Community Involvement



United Way Campaign

- Every year, BC Ferries' employees participate in the United Way Workplace Campaign and donate funds that directly support the communities in which we live and work. In fact, from 2010 to 2014, BC Ferries' employees pledged more than \$325,000 to United Way. The United Way uses donations to fund a network of programs and services that help vulnerable people in our communities.

Supporting Sports in our Communities

- BC Ferries provides in-kind travel sponsorship to the Powell River Kings Junior "A" Hockey Club by donating \$10,000 worth of travel vouchers, which helps the team with their ferry travel expenses. BC Ferries also provides sponsorship through in-kind travel donations to Cops for Cancer, All Native Basketball Tournament, and BC Bike Race.

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Part 13: Community Involvement



BC Ferries Media Charity Golf Classic

- In 2015, BC Ferries hosted the 10th annual Media Charity Golf Classic. This tournament was Co-Chaired by Global TV's Keith Baldrey and the Times Colonist's Les Leyne. It is an opportunity for B.C.'s top media and business leaders to support charities in our community.
- In 2015, the BC Ferries Media Charity Golf Classic raised \$50,000 for the Braefoot Community Association, which supports youth programming and healthy community initiatives. Over the past ten years, these tournaments have raised more than \$600,000 to support family and children's programs.

ProPASS

- BC Ferries has been part of the ProPASS program with BC Transit for over 10 years. ProPASS is a permanent bus pass purchased by employees through payroll deductions and is valid for travel in all zones within the Victoria Regional Transit System, 365 days a year.
- A primary goal of the ProPASS program is to reduce rush-hour traffic by encouraging employees to use transit whenever possible. The program also complements employer initiatives to reduce the number of vehicles being driven to the workplace.

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Part 13



Attachments

Media releases and clippings

May 12, 2023

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Part 15: Special Interest Competitions



• Canada's Greenest Employers

BC Ferries has a dedicated Environment which department collaborates with all other departments to incorporate the principles of sustainable development, improve pollution prevention methodologies, environmental protection and enhancement to make BC Ferries a leader in green marine transportation.



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Part 15: Special Interest Competitions SeaForward



SeaForward is a new initiative that combines existing environmental conservation projects and community investment activities with new and innovative endeavors to reduce BC Ferries' environmental footprint, improve the sustainability of our operations, and support coastal communities.

We strive to improve in all areas of our operations, and preserving and protecting the environment is of utmost importance at BC Ferries. Our business is based on delivering people safely to their destinations along coastal British Columbia. We know the value of our coast and the natural beauty it offers locals and visitors alike. Keeping our coast pristine is just one of the reasons we have implemented sustainable operations. We go beyond what is required and have earned certification from [Green Marine](#), a voluntary, transparent initiative that holds the North American marine industry accountable for reducing its environmental footprint.

We are also active in the communities in which we operate and take pride in the places we live and work. Through our community investment program and fundraising efforts, we support many programs, services and organizations that improve the health and wellbeing of coastal residents. Here are some of the initiatives currently underway at BC Ferries to ensure a safe and sustainable future for our communities, our coast and our planet.

The three pillars of SeaForward are:

- Sustainable Operations
- Conservation
- Community Well-Being



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Part 15: Special Interest Competitions SeaForward - Sustainable Operations



Green Marine Program

- Green Marine is a globally recognized, voluntary, industry sustainability initiative for ship operators, ports, terminals, the Seaway and shipyards. It is a program to reduce the environmental footprint of marine operations by promoting a culture of continuous improvement and exceeding regulatory compliance. BC Ferries is proud to be a member since 2014 and was certified by an external verifier in May 2015.

Reducing Air Emissions

- Since 2007, BC Ferries' vessels have been burning diesel fuel with ultra-low sulfur content (15ppm). Additionally, where supply is available, our vessels burn B-5, injection-blended 5% Canola biofuel. The new cable-ferry from Buckley Bay to Denman Island will require less horsepower, thus will produce fewer air emissions. We have advanced low friction coatings applied on our vessels' hulls, which is designed to reduce hull drag, resulting in reduction of fuel consumption by up to 3%. Over 90% of our vessels are fitted with a shore power connection, so they do not burn fuel while docked in the evenings and during refits. Since 2004, BC Ferries has reduced fuel consumption in eight older major vessels with the use of electronic speed pilots and has been promoting anti-idling of vehicles at the terminals and onboard the vessels.

Reducing the Impact of our Fleet

- BC Ferries has three new Seish Class ferries currently under construction which will run on the Southern Gulf Island routes as well as between Comox and Powell River. These vessels will run as dual fuel, capable of using liquefied natural gas (LNG) or diesel fuel. LNG is a greener and much cleaner fuel source with very favourable environmental gains compared to diesel fuel. LNG adoption cuts carbon emissions by about 25 per cent, SOx (Sulphur Oxides) by almost 100 per cent and NOx (Nitrogen Oxides) by 85 per cent, which translates to much cleaner exhaust emissions than diesel fuel. Our Spirit Class vessels, which operate between Vancouver and Victoria, will also be undergoing a mid-life upgrade to convert them to run on LNG.

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Part 15: Special Interest Competitions SeaForward - Sustainable Operations



Water Conservation Onboard Vessels and at Terminals

- BC Ferries is making efforts to reduce water consumption through the use of low flow toilets, the replacement of flush valves (cutting water consumption from 13L per flush to 6L) and some waterless urinals. A pilot program using a rain water collection barrel for flower box irrigation is currently underway at Little River Terminal in Comox.

Energy Management Program

- BC Ferries has been a Power Smart Partner with BC Hydro since 2008 and is beginning its sixth year with an Energy Manager. Since becoming a Power Smart Partner, energy management projects (completed and in progress) will result in approximately 1.3 gigawatt hours (GWh) of annual energy savings, equivalent to 118 average homes. In 2014, BC Ferries received a Power Smart Excellence Award from BC Hydro for being a Power Smart Leader and implementing energy improvements throughout the organization. Energy saving projects have included lighting retrofits, energy studies, IT server virtualization, and heating and ventilation improvements.

- BC Ferries employees also participate on a WATT Now Energy Team

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Part 15: Special Interest Competitions SeaForward - Sustainable Operations



Waste Management

- Recycling programs are maintained at all BC Ferries locations where facilities exist. Our recycling is picked up by local waste management companies and taken to local recycling facilities. Currently, we recycle beverage containers, plastics, cardboard, newsprint, wood, metals, tin cans, used cooking oil, spent fluorescent tubes, batteries and aerosol cans, not just onboard our vessels, but at our terminals and other building facilities as well. We also send the foam from worn seat cushions to a business that repurposes it as carpet underlay, averaging 1,125 and 1,875 board feet per month being diverted from the landfill. We have an Asset Disposal program that offers unwanted items for auction, rather than disposing them to the landfill.
- The composting program has been expanded in areas where facilities exist; currently this is Nanaimo Regional District, and we are in the process of transitioning to organics composting in Metro Vancouver and the Capital Regional District. Currently we are composting organics, hot beverage cups, fry cups and containers, tissue paper, paper towels, tea bags and packaging, coffee mugs packaging, hot beverage sleeves, receipt tape, hot chocolate mix packages, bulk ketchup cups, straw wrappings, wooden stir sticks and brown sugar wrappings.

BC Marine Air Quality Group (BCMAQG)

- BC Ferries is a long-standing member of the BC Marine Air Quality Group (BCMAQG). This working group is co-chaired by the Chamber of Shipping and Environment Canada. It facilitates exchange of information and development of coordinated and collaborative policies, programs and actions for air emission inventories related to vessels operating on the coast of British Columbia.

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Part 15: Special Interest Competitions SeaForward - Conservation



Purple Martin Nest Boxes — Species at Risk in B.C.

- After being approached by the BC Purple Martin Stewardship and Recovery Program, in 2003 BC Ferries installed 10 nest boxes on old ramp pilings at the Buckley Bay terminal on Vancouver Island. The Purple Martin is Canada's largest swallow and is listed as a threatened species in B.C. due to urban development in their original breeding range around the Georgia Basin.
- Several employees act as stewards to this colony and report their observations, such as when the Purple Martins first arrive, how many boxes are occupied, when the birds start claiming boxes and bringing in nest material, and when young are being fed. The nest boxes that the Purple Martins don't use are often occupied by other birds, such as the Violet Green Swallow.

Tasowassen Salt Marsh Enhancement

- In 1993, a salt marsh was constructed on the north side of the Tasowassen Terminal causeway to offset the terminal expansion. Over the 20 years since the initial restoration, the project has continued successfully with plant community development that reflects a naturally formed salt marsh. It has generated interest amongst researchers and naturalists alike. Several bird species such as the Black Oystercatcher, Double-crested Cormorant, Great Blue Heron, Green-winged Teal, Western Gull, Bald Eagle and American Wigeon have been observed in this area. The site continues to be studied by researchers interested in community succession and ecological restoration. This research provides insight into the successful design of salt marshes in the future.

Marine Mammal Study

- BC Ferries provided funding in-kind for marine mammal studies in the southern Strait of Georgia. The studies examined the seasonal abundance and distribution of marine mammals. The report was produced in 2003 by the Marine Mammal Research Unit, Fisheries Centre and the University of British Columbia. Abundance estimates for all species of marine mammals were generally highest in the spring, with a second, smaller peak in the fall. These peaks in abundance coincide with seasonal physical and biological factors in the Strait of Georgia, primarily the presence of major prey species. These estimations help to determine conservation and management of marine mammals. Studies such as these can also help to determine where and when marine mammals congregate, which in turn, may reduce the potential for collisions with vessel traffic.

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Part 15: Special Interest Competitions SeaForward - Conservation



Oceans Network Canada and BC Ferries

- BC Ferries provides funding in-kind to Ocean Networks Canada, an initiative of the University of Victoria that monitors meteorological and sea-surface properties in the Strait of Georgia. Instruments placed on BC Ferries vessels transiting the Strait of Georgia between Vancouver Island and Metro Vancouver form an important part of local efforts to monitor the health of the Strait. The data collected by these instruments is used by marine scientists as part of regular monitoring of physical, chemical and biological conditions in the Strait, and to support research into how the Strait functions. Measurements have been made every 10 seconds on each of eight to 10 trips per day for several years, which means that scientists can monitor changes occurring throughout the Strait within any given day, but also over seasons and years. This type of high quality, high resolution monitoring is uncommon and can be used to better understand the dynamics of this estuarine environment. It is a way to identify conditions that demand rapid responses, such as storm surges and also improves our understanding of what constitutes good and bad years for young of the Fraser-run salmon. F

Coastal Naturalist Program

- BC Ferries is celebrating 10 years with the Coastal Naturalist Program, a joint initiative with Parks Canada. BC Ferries and Parks Canada work together to present this successful program to inform, educate, and inspire BC Ferries' customers to the diverse wonders of the B.C. coast while travelling onboard BC Ferries' vessels. The program offers BC Ferries' customers the opportunity to connect with the coastal B.C. region, covering topics about the ocean, B.C.'s unique wildlife and marine life, coastal, nautical and cultural history, and hear stories that connect Canadians and visitors to Parks Canada's incredible places.

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Part 15: Special Interest Competitions SeaForward - Conservation



Eelgrass Habitat Restoration

- Eel grass ecosystems are among the most diverse and productive ecosystems in the world. They are globally recognized as "nurseries" for many marine and anadromous species and provide food, shelter and protection from predators for many juvenile fish and shellfish. Eelgrass is extremely important to native salmonid populations, as such, has been designated as "Essential Fish Habitat" for juvenile salmonids. Juveniles utilize eelgrass beds for cover and forage as they move from freshwater to the ocean. Additionally, Pacific herring and other coastal fish spawn specifically in eelgrass (of note, earlier in 2015 there was a massive herring spawn at Tsawwassen).

BC Ferries and Port Metro Vancouver are collaborating to undertake an eelgrass habitat restoration off of Tsawwassen terminal. Currently the proposed project is undergoing regulatory review with the expectation that it will be completed in late 2015 or early 2016.

Enhancing Cetacean Habitat and Observation (ECHO) Program

- BC Ferries is a participant in the ECHO Program, established by Port Metro Vancouver, in collaboration with government agencies, First Nations, marine industry users, non-government organizations and scientific experts, to better understand and manage the potential impacts to cetaceans (whales, porpoises and dolphins) from commercial vessel activities throughout the southern coast of British Columbia.

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Part 15: Special Interest Competitions SeaForward - Conservation



Whale Tracking Network

- BC Ferries is contributing to a better understanding and conservation of whales by working with DFO and the Whale Tracking Network. DFO, with the support of BC Ferries has installed hydrophones at Sturdies Bay and Tsawwassen terminals.
- The Whale Tracking Network is designed to monitor and identify when resident killer whales are present in their critical habitat. The real time streaming of the underwater acoustic environment from underwater hydrophones will pick up Resident Killer Whale calls, identifying when and where the whales are present and their direction of travel. This system will be very valuable in minimizing the risk of vessel strike, or in the event there is an accidental petroleum discharge in southern resident critical habitat as resident killer whales can be prevented from moving into an oil spill trajectory area through the use of acoustic mitigation measures.
- To ensure the Whale Tracking Network does not contribute to the harassment of whales (through alerting vessels to the whales' whereabouts), the information is not available to the public or whale watching companies in real time.

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Part 15: Special Interest Competitions SeaForward - Community Well-Being



Community Investment Program

BC Ferries Sport Experience Program

United Way Campaign

Supporting Sports in our Communities


BC Ferries Media Charity Golf Classic

ProPASS

For more details, please refer to Section 13.

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Part 15 

Attachments

WATT Now Energy Team materials
Media and clippings

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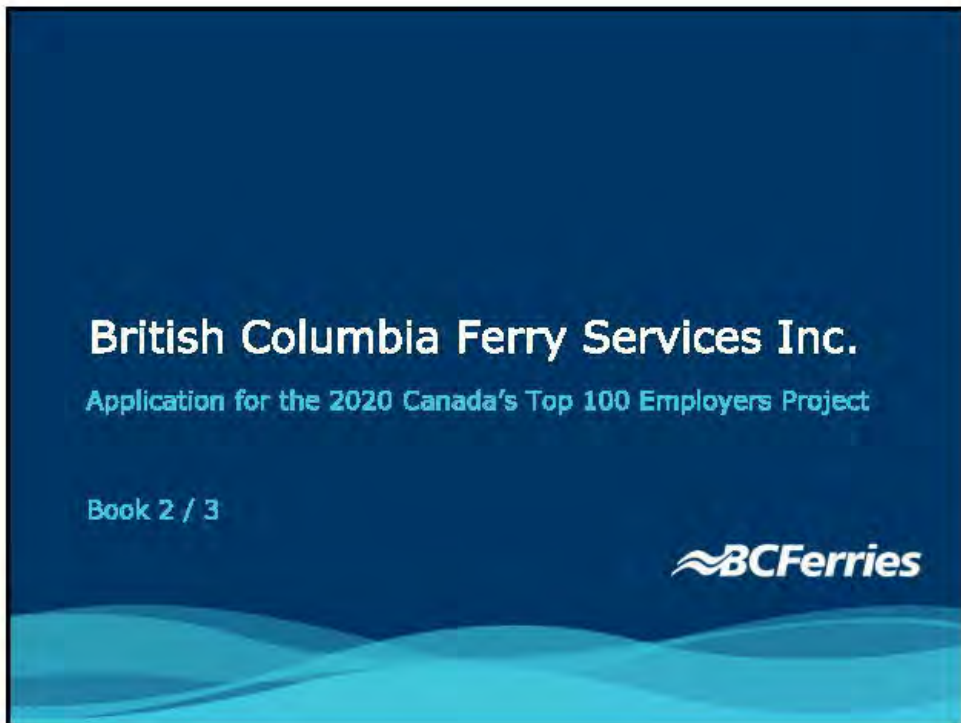
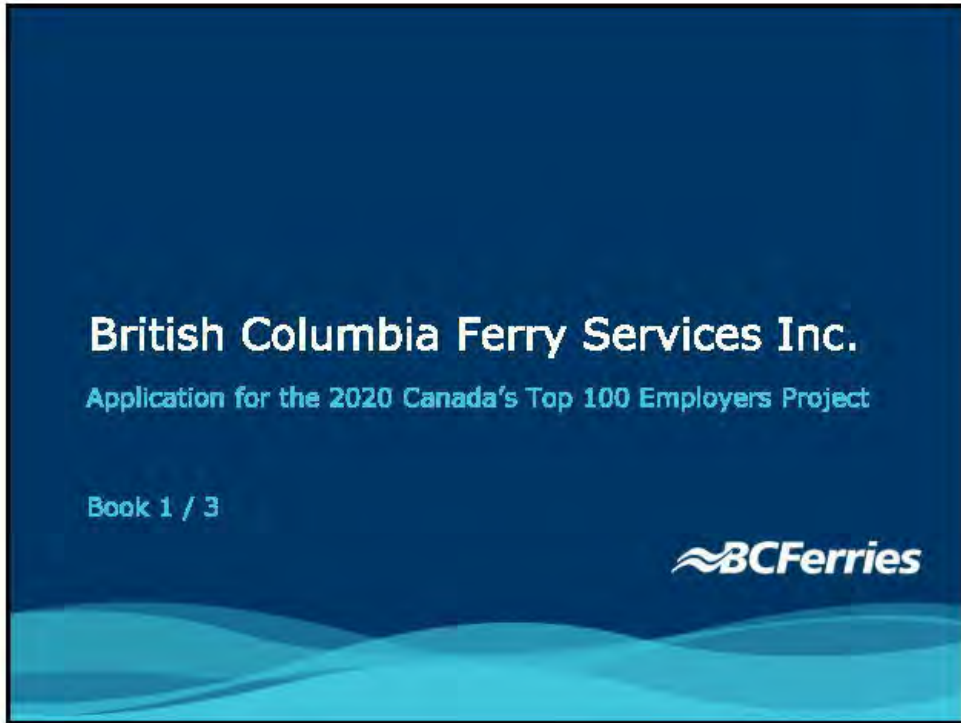
Part 15: Special Interest Competitions 
Top Employers For Young People

With over 400 Seasonal employment opportunities for students at most of locations, returning Seasonal employees are rewarded with higher wages and retention payments at the end of the Summer season.

We invest in comprehensive Onboarding and SEA training for all new and returning Seasonal employees to ensure they are ready for the first day on the job. A seasonal employee can be converted to permanent casual status at the end of the summer.


We also partner with BCIT to bring on several Deck and Engineering cadets each summer to help with development of young people in the marine industry.


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British Columbia Ferry Services Inc.
Application for the 2020 Canada's Top 100 Employers Project

Book 3 / 3



Connecting customers and communities to the people and places that are important in their lives. 



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Part 2: About our Business 

Corporate Profile

We are an exciting and vibrant company. BC Ferries is one of the largest ferry operators in the world, our 5,000 employees provide year-round vehicle and passenger service on 36 vessels serving 47 terminals and 25 routes that stretch over 1,600 kilometres of coastline.



We are an essential transportation link that connects coastal communities and facilitates the movement of people, goods and services.

In fiscal 2018, we carried more than 22 million passengers and 8 million vehicles throughout coastal British Columbia.

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Part 2: About our Business 

OUR VISION

Trusted, valued.

OUR MISSION

We connect communities and customers to people and places important in their lives.

OUR VALUES

SAFE
Safety is our highest value.

CARING
We operate from a position of kindness and empathy for those who travel and work with us.

HONEST
We conduct business with integrity, honesty and accountability.

COLLABORATIVE
We collaborate with others to enhance the customer experience.

RESPECTFUL
Respect is paramount in our interactions with others.

SUSTAINABLE
Our environmental, social and economic impact are central to business decisions.



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BC Ferries

Part 2: About our Business

Where We Sail

Our most popular crossings sail between Vancouver Island and Metro Vancouver. They can last from about 95 minutes to two hours, depending on which route you take. There are three to choose from with frequent sailings every day of the year.

Shorter hops include service to the Southern Gulf Islands from both Vancouver and Vancouver Island, and to communities along the Sunshine Coast, northwest of Vancouver. There's also a shortcut between Brentwood and Mill Bay linking the Saanich Peninsula (near Victoria) with the Cowichan Valley.

BC Ferries

Part 2: About our Business

Further up the coast, BC Ferries provides year-round service between Vancouver Island and a number of Northern Gulf Island communities.





BCFerries

Part 2: About our Business

BC Ferries' service between Port Hardy and Bella Coola opens up British Columbia's spectacular mid-coast.




It's the Discovery Coast Connector, so named because it opens up a part of the province that has been difficult to reach in years past.

Stops include McLoughlin Bay-Bella Bella, Shearwater on Denny Island, Klamtu and Ocean Falls.

BCFerries

Part 2: About our Business

For more of a "cruise line" experience, consider a voyage through British Columbia's majestic Inside Passage. This one is particularly popular with international travellers, going from Port Hardy at the northern end of Vancouver Island to Prince Rupert, gateway to southeast Alaska.



The crossing from Prince Rupert to Haida Gwaii is another fascinating travel opportunity. Sometimes referred to as the "Canadian Galapagos", Haida Gwaii provides habitat for many different species of wildlife. These islands are the ancestral home of the Haida Nation and feature many unique cultural attractions.





Part 2: About our Business



Terminal Operations provide safe, efficient, reliable traffic management, ticket processing and ramp operations at 47 locations

- Employees: 800 – 1000 (peak season)
- Process over 22 million passengers/year
- Process over 8 million vehicles/year
- Parking revenue is approximately \$6.0 million/year



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Part 2: About our Business



Catering and Retail Operations Includes the food and retail services on ships and terminals which provides a valuable customer experience and produces \$63M in net profit

- Utilize crew that are required within Transport Canada Minimum Safe Manning
- Generate \$63M and provide customer service offerings
- Employees: over 1,000



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Part 2: About our Business BCFerries

- Coastal/Canoe Cafe – 16 outlets
- Pacific/Vista Buffet – 4 outlets
- Coastal Café Express – 12 outlets
- Sitka Coffee Place – 2 outlets
- ***NEW*** Arbutus Coffee Bar – 2 Outlets
- Passages Gift Shop – 17 outlets
- Seawest/Aurora Lounge – 7 outlets
- Tsawwassen/Departure Bay Quay - 2
- Total – 62 Catering & Retail Outlets






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Part 2: About our Business BCFerries

Our crewing department ensures all ships and terminals are crewed to Transport Canada levels for safety

- Provide Transport Canada regulated crew levels to deliver service 365 days to all ships and terminals who deliver service to customers and communities
- Schedule approximately 3700 - 4,000 employees with an average of **12,000 shifts per week**
- 5 crewing offices with 51 employees




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Part 2: About our Business



Our In-house Fleet Maintenance Unit respond to planned and unplanned ship repair to minimize the out of service periods to the ferry system

- Deliver ship repair modifications and maintenance in a safe, efficient and cost effective manner
- Employs over 150 trained, ticketed and certified employees across 14 trades, technical and support functions
- 37% of BC Ferries total ship repair, refit and modification services are delivered by FMU
- Certified under Green Marine for environmental compliance



Part 2: About our Business



Our Supply Chain group manages activities efficiently and reliably throughout the ferry system

- Strategic supply and sourcing solutions for the procurement of goods and services
- Purchases \$170-\$200M of goods and services per year
- Issues 14,000 purchase orders per year



Part 2: About our Business



Our ships and terminals are supplied through our own warehouse operations located in Swartz Bay and Nanaimo

- Number of orders per year: approx. 40,000



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Part 2: About our Business



To keep all the pieces of our expansive operation moving safely, we have a state of the art Operations and Security centre

- 24/7 Coverage
- Security Monitoring & Centralized Alarm Management
- Work Alone Monitoring
- Local and Centralized Video Management (2000 Cameras)
- Host and support Corporate EOC (Emergency Operations Centre)



Part 2: About our Business



Commercial Services

This department works with all areas of the business from finance to operations, and offers customers two different services: the "live" service and the "drop-trailer" service.



54 tractors in the fleet (For reference, 90 per cent of trucking companies in B.C. operate fleet of five or fewer trucks)

Part 2: About our Business New and Noteworthy



Salish Class Turns 1



Built: 2016 & 2017 Poland
Maximum Speed: 15.5 knots
Car Capacity: 138

Part 2: About our Business New and Noteworthy



Introducing a Smoke-Free Environment

To support the health and wellness of our passengers and employees, BC Ferries will introduce a smoke-free environment on board all vessels and at all terminals and worksites as of **January 22, 2018**.



- The new policy applies to the smoking of tobacco, vapour products, e-cigarettes and medical marijuana.
- All BC Ferries vessels, terminals and worksites will become smoke-free environments on **January 22, 2018**.
- This new policy will apply equally to BC Ferries' employees and passengers. Announcements and signage will support the soft approach to policy enforcements and remind customers of the no smoking policy.

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Part 2: About our Business New and Noteworthy



Welcoming Northern Sea Wolf to our fleet

This summer, you can travel direct between Port Hardy and Bella Coola on board BC Ferries' newest vessel through the picturesque waters of the Inside Passage.

Built: 2000, Greece
Maximum Speed: 14 Knots
Passenger & Crew Capacity: 150



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Part 2: About our Business
New and Noteworthy



We are Building the next generation of Ferrles



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Part 2: About our Business
New and Noteworthy



Spirit of Vancouver Island Mid-Life Upgrade Completed



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**Part 2: About our Business
New and Noteworthy**



New Island Class Vessels



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**Part 2: About our Business
New and Noteworthy**



Saltery Bay Terminal Wi-Fi Pilot



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Part 2: About our Business New and Noteworthy



Horseshoe Bay Terminal Engagement

We want to hear from you

Horseshoe Bay Terminal Development



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Part 2



Attachments

- 2017/18 Annual Report (2018/9 not yet released)
- Business Plan for the year ending March 31, 2019
- Strategic Plan
- Looking Forward – Planning for the Future of Ferry Service
- Connecting People and Communities
- New and Noteworthy – Business Updates
- Our Executive Team
- Our Board of Directors
- Route Map, Discovery Coast, Inside Passage, Halda Gwall
- BC Ferries 'onBoard' magazine 2018
- BC Ferries 'onBoard' magazine 2019
- News Releases

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Part 3: About our Workforce 


We have a very skilled and diversified workforce

Licensed marine professionals in Deck Operations and Marine Engineering join BC Ferries to pursue a dynamic career while remaining close to their families and homes in BC's spectacular coastal communities.

We also offer exciting careers in catering, retail services, terminal operations, supply chain, trades... just to name a few.

Each year, we welcome hundreds of seasonal employees at locations across the fleet, many of whom return the following summer or join our year-round workforce.

We also offer professional opportunities at our head office in Victoria, as well as in terminals around the fleet.



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Part 3: About our Workforce 



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Part 3: About our Workforce 

Come Sail with Us!


Here's just some of the exciting careers we offer:

- Catering, Customer Service Attendants
- Cooks, from Galley Helper to Red Seal cooks
- Chief Steward
- Terminal Attendants and Equipment Operators
- Ticketing
- Engine Room Assistant
- Licensed Marine Engineers and Chief Engineers
- Deckhand / DH Bridgeward
- Deck Officers and Masters
- Various trades opportunities
- Information Technology
- Purchasing and Supply Chain
- Retail Merchandiser
- Customer Care
- Travel Agent - Vacation Centre
- Commercial Services Drivers
- Accounting and Finance...



The career opportunities are endless!


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Part 3 

Attachments

- Types of Employment opportunities
- Qualifications for our most popular positions
- Employee profile #MeetTheCrew video stills

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Part 4: Physical Environment 




WELCOME
to your corner office

We're hiring for #CareersOnTheCoast.

Join one of BC's Top Employers and a global leader in sustainable ferry transportation. We're looking to fill ship and shore-based positions for entry level and experienced roles. The open air and untamed waters of the west coast are calling.


Photo: Scott McAlpine, BCIF

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Part 4: Physical Environment 

Worksites with Awe-Inspiring Views

Worksites at BC Ferries span across the beautiful coast of British Columbia, and are comprised of 47 terminals, 36 ships, 1 Fleet Maintenance yard, Terminal Maintenance facilities, head office in Victoria, and a BC Ferries Vacations travel centre in downtown Vancouver.



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Part 4: Physical Environment



Head Office – The Atrium

BC Ferries head office is located in "The Atrium" and is Victoria's most sought after commercial building.

The Atrium is a seven storey class AA office building with a retail podium located in the heart of Victoria's central business district. The building features forward thinking architecture, cutting edge systems and dynamic public areas including a large central atrium.



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Part 4: Physical Environment



En route to the staff lounges on the 5th, 6th and 7th floors some beautiful paintings of our vessels, with gorgeous animal images integrated into the scenes. These are the originals of our new retirement prints, and were done by local artist, Robert Plante.





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Part 4: Physical Environment 


Employee Facilities - Shore


Employee facilities at terminals range from exercise rooms at many locations, markets with artisan vendors, shops and food services, outdoor seating, and full kitchens to prepare a healthy meal at work.



Did we mention the beach front office views?



Part 4: Physical Environment 



Part 4: Physical Environment



Alliford Bay is BC Ferries most remote terminal. It is situated on Moresby Island, a 25-minute crossing from Skidegate on Graham Island, the main Island of Haida Gwaii.

Even here, crew members have access to a new lodge and exercise facility.



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Part 4: Physical Environment



Employee Facilities – Ship

Facilities onboard our vessels vary by ship, each one is equipped with a crew area for breaks and a place to prepare healthy meals. Employees also have access to catering on many vessels, and fresh outdoor air on even the smallest ship in the fleet.

Most of our employees are sea by day, and home night. Live aboard vessels for long duration voyages offer well appointed employee cabins, balanced and fresh meals prepared daily, and entertainment facilities.



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Part 4: Physical Environment



BC Ferries Vacations Centre

Visit our Vacations Centre, we are conveniently located across from the Vancouver Convention Centre in the Fairmont Pacific Rim hotel. Employees have access to all the conveniences of beautiful downtown Vancouver.



Experience our amazing giant touchscreen media wall

Our agents will help you plan your next vacation on our 90-square-foot touchscreen media wall. This amazing interactive touchscreen allows you to browse and immerse yourself in British Columbia's best destinations, hotels, wildlife, activities, adventures and packages.

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Part 4




Attachments

- JAWL properties "Atrium" and Bike Share Program
- BC Ferries Terminal locations
- Tsawwassen Quay and Nanaimo Quay
- Our-Fleet - Vessel specifications

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Part 5: Work Atmosphere & Communications 


We are intensely committed to safety, customer service and our employees





...and our work atmosphere reflects it!

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Part 5: Work Atmosphere & Communications 

Employee Communications – Electronic Communications

- BC Ferries Employee Intranet – the source for all things BC Ferries
- SailSafe Employee Intranet – the source for all things Safety!
- Sample of Weekly "Safety Update" emails to all employees
- President & CEO Updates – Candid and transparent communications updates to all Employees directly from the president & CEO

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Part 5: Work Atmosphere & Communications



Employee Communications – Printed Communications

We have two printed magazines for our employees to view online, or flip through over a cup of coffee at their leisure.

- **The Wave (Employee magazine, Seasonal Issues)**
 - Catch up on the latest news, updates, customer feedback and awards from around the fleet.
- **Safety, Health & Environment (Safety & Health focused employee magazine, semi-annual Issues)**
 - The Living Well and the SeaWorthy magazines got together and spawned the new Safety, Health & Environment Newsletter. (We're so proud - want to see the baby pictures?)

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Part 5: Work Atmosphere & Communications



Employee Communications – In-Person Communications

Sometimes there is nothing better than face to face communication. We don't let the coastal geography get in the way of ensure every employee has access to in-person communication, even with our President & CEO!

- **President & CEO Listening Sessions**
 - A year in the role, and our President & CEO has already been to every vessel and terminal for a Listening Session. He speaks with passion about our future, and more importantly, listens to what our employees have to say about our business.
- **5 Minute Briefings**
 - Ever hear the onboard announcement just before docking, calling all crew to the cafeteria for "the 5 minute" and wonder what that was all about? Each department has a daily 5-minute briefing during every single shift. This provides an opportunity to pass on important safety messages, safe work practice reminders, and celebrate safety "wins" from around the fleet. Suggested topics and informative supervisor guides are available to spark conversation!

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Part 5: Work Atmosphere & Communications

Coffee Klatch with the CEO

Every Tuesday morning, you can find Mark Collins (or one of our VP's if he is out travelling the fleet) leading a Coffee Klatch on the 6th Floor balcony (Indoor) at The Atrium. In this informal setting, Mark and other Executives are available and share candid discussions, updates, and stories about the things that are top of mind over a cup of coffee and healthy snacks.



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Part 5: Work Atmosphere & Communications

We support activities that bring employees together

BC Ferries strongly believes in, and is prepared to support, activities that bring employees together on a social basis (barbeques, fishing derbies, fitness challenges, volunteer work, contests, and so much more!) throughout the year. In particular, the Christmas period represents an opportunity for employees to meet in social situations and functions.

BC Ferries helps support such functions and activities, provided they are open to all employees in the local area and that a Safe Driving Plan has been established in the event that alcohol is available at the function.



Two weeks before Christmas on the Northern Expedition, and over 200 people gathered for a festive tradition. The ship was adorned in decorations with ours, in hopes that St. Nicholas would soon be there. When all of a sudden there arose such a clatter, it was the crew bringing out tons of treats by the platters! And then, with a twinkle, a booming voice was on our: "On Deckhand, on Captain, on Master and Crew," The crowd turned, alert to the sound, as Santa came down from the bridge in a bound! The children and crew with excitement did sigh - Santa had come to visit Halola Gwaii! A great time was had before Santa took flight, shouting, "Merry Christmas to all, Ahoy and Good Night!"

Part 5: Work Atmosphere & Communications



We have a fierce commitment to safety

The SailSafe Ambassador Team are the heart and soul of our SailSafe program, and have a voice that is helping change our collective future. Who are they? You can spot any one the 400+ ambassadors wearing the SailSafe Ambassador Team pin with pride!



The Annual SailSafe Treasure hunt is a widely popular contest, with over 4,000 employee entries taking a shot at winning one of the many great prizes including iPads, hotels stays, electronics, and gift cards.



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Part 5: Work Atmosphere & Communications



We share and celebrate achievements



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Part 5: Work Atmosphere & Communications

We have fun promoting our values

The 7th annual Catering & Terminal Operations safety video contest gave employees an opportunity to showcase the phenomenal talent of our crews. It was tough to select a winner from all the impressive submissions!



80

Part 5: Work Atmosphere & Communications

We encourage a fun and inclusive atmosphere



(Pssst: They had Halloween fun AND raised \$825 towards a Christmas Family fund (seniors without family members))

81

Part 5: Work Atmosphere & Communications



We don't just work together, we workout together

With too many groups to mention, here's just a peak into how BCF crew members stay fit and work together. Many initiatives are funded through "The WHEEL" program (details in Part 6).

This year, we embraced Bike to Work Week, Vancouver Sun Run, a weekly Grouse Grind challenge, annual Fishing Derby, Tough Mudder, our annual Charity Golf Tournament, and even a Dodgeball team.



The BC Ferries' Coast Busters team competed in the Victoria Dragon Boat Festival, and came away with a silver medal in their competitive division, missing gold by less than half a second.

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Part 5: Work Atmosphere & Communications



We support our Peers

Peer Support Advisors play a vital role in shaping and supporting they join our workforce and promoting our safety culture.



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Mentors create an "Ask Me" culture, encouraging new employees to bring forward questions when not sure, no questions too small. Participation in the program is voluntary.

Join the Peer Support Team

Are you dedicated to safety? Do you enjoy sharing your knowledge, experience and providing exceptional customer service?

We are looking for energetic individuals interested in joining our team to mentor the next generation of employees.

[LEARN MORE](#)

SAFESAFE

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Part 5: Work Atmosphere & Communications



We are Involved In our communities and environment

We support a variety of local organizations and give back to the communities we live and work in. Check out more details about the wide variety of charitable, community focused, and environmental initiative under the SeaForward Program in sections 13 and 15.



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Part 5: Work Atmosphere & Communications



Attachments

- The Wave
- Safety & Health
- BC Ferries Employee Intranet
- SailSafe Employee Intranet
- President & CEO Listening Tour
- President & CEO Employee Monthly Updates
- Sample of weekly "Safety Update" emails to all employees
- Sample "Safety Briefs" topics for the "5 Minute"
- Peer Support Program
- Employee & Holiday Activities

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Part 6: Health Benefits



Excluded Employees (16%)

- MSP Premiums employer paid
- SunLife Extended Health and Dental
- SunLife Optional Life Insurance
- \$1000 Health Spending Account,
- **Option to transfer up to 10 vacation day credits to increase Health Spending Account**
- SunLife Travel
- Short Term Disability coverage
- Long Term Disability coverage
- Homewood Health EAP
- Flu Shot Reimbursement
- "Lunch and Learns" on Physical and Mental Health Topics
- WHEEL – funding for employee health and wellness initiatives
- **Additional \$200 for Quit Smoking products or programs**

84

Part 6: Health Benefits



Bargaining Unit Employees (84%)

- MSP Premiums employer paid
- BlueCross Extended Health and Dental
- Group Life Insurance – Employer covers first \$80,000
- Optional Spouse and Dependent Life Insurance
- Short Term Illness and Injury plan – 6 month coverage
- Flu Shot Reimbursement
- "Lunch and Learns" on Physical and Mental Health Topics
- Long Term Disability coverage *IMPROVEMENTS in 2017
- LifeWorks EAP
- WHEEL – funding for employee health and wellness initiatives
- **Additional \$200 for Quit Smoking products or programs**

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Part 6: Health Benefits



Health and Wellness with



Sprout is an online Health and Wellness community open to all BC Ferries employees. Over 1200 BC Ferries employees are Sprouting! Here are some new things you can do with Sprout:

- **Sprout Health Survey:** answer the questions to find your Health Index Score and a snapshot of your health risks. This is a dynamic number and you can take the survey as many times as you like. As your health improves, so will your score!
- **Photosharing:** now you can share a "healthy selfie" with photo sharing capabilities on mobile apps;
- **Connectivity:** now you can connect your iPhone's Apple Health app or Google Fit account for automatic steps tracking; and
- **Information sharing:** stay in the know with the updated weekly digest email.

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Part 6: Health Benefits



We are always introducing new Sprout Challenges, Pop-Up contests, Lunch & Learns, and resources for Mental Health



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Part 6: Health Benefits 

Need some financial help with your health and wellness goals?

Welcome to the WHEEL! This bursary-type program offers financial support to employee teams embarking on healthier lifestyles.

So far, the WHEEL has helped employees stage company events and challenges like a meditation area, the Grouse Grind challenge and the North Coast Fitness challenge. We've helped employees with their purchase of bikes, Fitbits for a new walking club, assorted gym memberships, bootcamps, rock climbing and golf lessons.

We've also invested in registration fees for many major events like the Tough Mudder, Whistler Gran Fondo, and multiple marathons and bike races.

Wellness &
Health by
Engaging
Employees
Locally 

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Part 6: Health Benefits 

WHEEL utilization









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Part 6: Health Benefits



Smoking Cessation Program

Great-West Life "Quititin' Time" Program

Employees covered under Great-West Life extended health and medical benefits can access their "Quititin' Time" program, which provides six months of reimbursement for quit smoking products, seven phone counselling visits, and a 14-week service with motivational texts and helpful tips. For more information call 1-877-455-2233. To access the texting service text "QUITINTIME" to 654321.

SunLife Benefits Plan

Employees covered under the SunLife benefits plan are eligible for reimbursement for some programs, treatments and medications, or nicotine replacement products prescribed by a physician. For more information please phone SunLife at 1-800-361-6212.

B.C. Smoking Cessation Program

Covers 100 per cent of the cost of nicotine replacement therapy products (nicotine gum, lozenges, patches, inhaler), or contributing to the cost of specific smoking cessation prescription drugs for a period of 12 weeks. To gain access, please visit any local pharmacy or www2.gov.bc.ca for details.

Additional Financial Support

BC Ferries will offer additional financial support with the introduction of a new \$200 reimbursement for quit-smoking products.

QuitNow.ca

QuitNow.ca provides access to extensive network of support services and local "Quit Smoking" campaigns. Please visit quitnow.ca for more information.

Employee Assistance Programs (EAP)

Our Employee Assistance Programs (EAP), provided by Lifeworks and Homewood Health offer additional programs with structured curriculum, support services, and counselling. Visit login.lifeworks.com or homeweb.ca.

SPROUT

Use SPROUT to create a private or open support group, share stories of success and challenges along the way, post links to resources to help users on their journey to becoming smoke-free and track progress by using "Reduce Smoking" activity in the Sprout activity tracker to earn points and prizes! bcferries.sproutatwork.com/login

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Part 6



Attachments

- SunLife Benefits Information – Exempt Employees
- Health Spending Account Information
- Optional Life Insurance
- All Aboard book for Exempt employees
- Benefits Information – Bargaining Unit
- Homewood EAP and Lifeworks EAP
- Examples of EAP provider Newsletters
- Smoking Cessation Programs for all employees
- Flu Shot Reimbursement
- Scent Safety In the Workplace
- Sprout
- WHEEL Program Information
- Examples of Sprout Challenges, Wellness Campaigns, Mental Health Awareness campaigns

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Part 7: Financial Benefits & Compensation



Compensation and Recognition

- Annual reviews and wage increases
- Public Service Pension Plan (Defined Benefit)
- Free Ferry travel for Employees and their dependents
- Employee discounts at many participating business throughout British Columbia
- BC Transit Subsidy
- Participation rewards from Sprout – our online wellness community
- Long Service awards
- “On the Spot” rewards include coffee shop gift cards
- Shift premiums for Bargaining Unit employees
- Excellence in Safety Awards
- Operational Excellence Awards
- Recognition in the Wave magazine

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Part 7: Financial Benefits & Compensation



ProPASS

- BC Ferries has been part of the ProPASS program with BC Transit for over 10 years.
- ProPASS is a permanent bus pass purchased by employees at reduced rates through payroll deductions and is valid for travel in all zones within the Victoria Regional Transit System, 365 days a year.
- A primary goal of the ProPASS program is to reduce rush-hour traffic by encouraging employees to use transit whenever possible. The program also complements employer initiatives to reduce the number of vehicles being driven to the workplace.

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Part 7: Financial Benefits & Compensation



Service Recognition and Awards

Employees who reach 5, 10, 15, 20, 25 year (or more!) milestones of service are recognized in each edition of the Wave magazine.

They also receive a token of gratitude such as pin, desk plaque, and congratulatory note from the President & CEO.

Employee who reach a 25 year milestone can select a gift of their choosing from OC Tanner. Examples of long service awards selected by our employees include:



- Hamilton Beach Grill
- Eureka Tent
- Swarovski Necklace
- Fenwick Fishing Rod
- Panasonic Audio System
- Womens Bulova Watch
- Samsonite Luggage Set
- Nikon Digital Camera
- Men's Citizen Watch
- Le Creuset Bakewear
- Hitachi Hammer/Drill
- Paderno 11-piece Cookware Set

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Part 7: Financial Benefits & Compensation



Employee Referral Programs



Employees who help us seek out talent to join our team by referring a new team member are eligible for a bonus under one of our two programs:

Licensed Marine Personnel - \$2500 referral bonus

Information Technology Professionals \$2500 referral bonus

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Part 7: Financial Benefits & Compensation



Ferry Travel Pass Program

The Employee Ferry Pass Program is our signature employee engagement program and has been an integral component of our benefits offerings for more than 50 years.

Under the program, employees (including their vehicles) have unlimited personal ferry travel with the BC Ferries system. Family Passes are also available for up to 24 one-way trips per year.

When traveling for work, or to/from Company required training, the travel is not deemed a taxable benefit.

What's it worth?

Check out the Fare Index in the attachments to see why our employees take advantage of this program.

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Part 7



Attachments

- Employee Ferry Pass Program Information
- Public Service Pension Plan and Retirement Benefits Information
- Employee Discounts
- ProPass Program
- Time bank / RRSP Transfer
- Awards and recognition

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Part 8: Family Friendly Policies



Maternity Leave - Supplemental Employment Benefit

In addition to their Employment Insurance Benefits, ALL regular and casual employees (with benefits), on Maternity Leave are eligible to receive a supplemental top-up to an amount of 75% of their base pay for a period of 17 weeks.

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Part 8: Family Friendly Policies



Other Family Friendly Policies at BC Ferries

- Flexible work schedules available
- Job-Sharing
- 35 hour work week
- Telecommuting for some positions
- Family Illness Leave available
- Extended Maternity leave options
- Special Leaves (up to 10 days with pay, per year) for reasons including marriage of the employee or employee's child, birth of a child, domestic emergencies, attend funeral, citizenship hearings, moving household, court appearance of child

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BCFerries

Part 9: Programs for Experienced Employees

For experienced employees...

Many employees choose to continue working with us after they become eligible for retirement, and we are glad to have their expertise. BC Ferries participates in the Public Service Pension Plan. In addition to the information and session available through the Plan provider, BC Ferries pension and benefits team host information sessions various locations around the fleet to help employees plan for retirement.

- **Pre-retirement leave (with access to all benefits)**
- **Retirement Bonus (up to 6 months salary) for eligible employees**
- **Retiree Ferry Travel Pass Program**
- **Flexible part-time work available for retired employees**






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BCFerries

Part 9: Programs for Experienced Employees

Retirement Prints



In addition to a plaque and OC Tanner service awards, retiring employees have the option of selecting one of the following framed retirement prints, one of the beautiful paintings of our vessels, with gorgeous animal images integrated into the scenes. These were done by local artist, Robert Plante. We thought you would find it interesting to know the names of each painting, and the associated "story", so please read on!

The last ferry.

The last ferry of the day arrives safely in the harbour.

It is a strong symbol: the work is done, the day is over, and people can go home. The full moon casts its magic spell over the water and makes us realize that we live in a very special part of the world. The water is quiet and peaceful. Tomorrow there will be a new day, with new opportunities, and new adventures.

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Part 9: Programs for Experienced Employees

Retirement Prints



Departure and arrival.

This ferry is calmly heading towards her destination; the terminal is already in full view.

This is symbolic for all the milestones in our life, when we reach our goals, arrive in new places, end a journey and start a new one. Porpoises accompany the vessel. They remind us to embrace new experiences and unexpected moments, cheerful, and full of adventure.

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Part 9: Programs for Experienced Employees

Retirement Prints



Welcome home.

Cormorants are welcoming the ferry in the harbour, like the people waiting for their loved ones in the terminal.

There is a strong wind, creating whitecaps on the waves. The wind and the waves are symbolic for the ups and downs in life. But a good captain and an excellent crew -on board and on land- know how to navigate and bring the people safely to the other side. Everything will be just fine.

75

Part 9: Programs for Experienced Employees

Planning for Retirement

The Public Service Pension Plan offers an online course and two in-person workshops to answer pension questions. BC Ferries employees are provided with support to access this information.

- **Getting to Know Your Pension** is a 15-minute online course. It's a quick and easy way to discover the value and benefits of being a plan member.
- **Making the Most of Your Pension** is a two-hour interactive workshop. Discover how the decisions you make in your career can affect your pension: learn how having a child or separating from your spouse may affect the value of your pension.
- **Approaching Retirement** is a two-hour workshop for plan members nearing retirement. We'll talk about choosing your best pension option, how to apply for your pension, your income needs throughout retirement and the implications of returning to work.

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Part 9: Programs for Experienced Employees

Attachments

- Pension Education Workshop
- Congratulating our retiring team members in the Wave

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Part 10: Employee Engagement



President & CEO's Employee Listening Tour

Our President & CEO traveled to each area of our business to provide employees an opportunity to hear him speak about business updates, listen to their stories and answer questions directly from employees. Over 800 employees attended the employee information sessions that took place.

Confidential employee engagement feedback is collected annually on the Presidents Tour "President & CEO's Employee Information Sessions" and the feedback is used to continuously improve the employee experience.



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Part 10: Employee Engagement




SailSafe is the name used to signify the commitment to safety from all people employed at BC Ferries

It is a 'cultural change' program based on concepts of a just safety culture, trust, teamwork, commitment, inclusiveness, openness and respect.

All things SailSafe are 100% Employee Driven

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Part 10: Employee Engagement

SailSafe – Overview and Success

SailSafe is a joint venture between BC Ferries and BC Ferry & Marine Workers' Union, an important contributor to its success. Both organizations believe the key to continuous improvement is an ongoing focus on creating safety culture and pursuing safety excellence.

BC Ferries' SailSafe has resulted in reductions in both employee days lost to injuries and employee time loss injuries by 60 percent since its inception in 2007.

Savings from achieving WorkSafe BC's Certificate of Recognition (COR) – an achievement only about five per cent of B.C. companies can claim – total \$1.1 million in premium rebates over the last two years.



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Part 10: Employee Engagement

SailSafe – Employee Engagement

BC Ferries and BC Ferry & Marine Workers' Union SailSafe representatives are hard at work on multiple initiatives. Where do these areas of focus come from?

Like everything "SailSafe", our employees decide!

This year, SailSafe continues to fuel the change of safety culture at BC Ferries and the Town Halls are one of the key events. The SailSafe team is pleased to introduce the newest iteration of the Town Hall: the Safety Committee edition.

The facilitators will be leading groups through a few exercises, games, conversations and brainstorming to help each SSC team into the future. The SailSafe team looks forward to a fun, informative, casual and interactive learning experience for participants and facilitators.



www.SBLSAFE.com

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Part 10



Attachments

- International Awards for Safety
- Safe Information & Sample Safety "Wins"
- Sample ALERT handbook
- Sample results from Employee Engagement Session on new major vessel program

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Part 11: Training and Development



WE ARE A LEARNING ORGANIZATION FOCUSED ON EMPLOYEE DEVELOPMENT

We offer extensive training development programs and initiatives designed and delivered to help our BC Ferries employees navigate their careers. An overview:

- **BC Ferries Academy**
 - SEA Training
 - Operational Training (Safety and Regulatory)
- **Education Programs - Marine, Engineering, Professional Cooks**
- **Cadets, Fully Funded Apprenticeships, and Paid Internship Opportunities**
- **Ongoing Professional Development, Membership Dues & Fees**

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Part 11: Training and Development

BC Ferries Academy

BC Ferries Academy is responsible for:

- Over 140 different programs that include regulatory, safety, operational and job-specific training
- Delivering over 28,000 days of training in 2018
- Overseeing \$12.8 million dollars dedicated to SEA training programs in 2018
- Total of \$7.6 million spent on Operational and regulatory training in 2018
- Supporting over 760 part-time Internal BC Ferries trainers to deliver our programs

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Part 11: Training and Development

SEA Training - What is SEA?

SEA, "Standardized Education and Assessment", is a company-wide program for on-the-job familiarization and clearance for all operational employees across the deck, engineering, catering and terminal operations departments.

Training the "SEA way" involves three core phases designed to ready an employee for performance within a position. The three core phases are self-study, on board education (or "on-site" education for terminal operations), and clearance.

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Part 11: Training and Development



The SEA program is an intensive blended (on-line and in-person) approach to job-, vessel-, and route-specific training. SEA is supported by a web-based LMS (Learning Management System) specifically designed to support training in the maritime context.

Leading the Industry

The SEA program is the first LMS purpose-built for marine industry training, and it's got the industry's attention... Disney and Carnival Cruise lines are adopting the SEA program.



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Part 11: Training and Development



Operational Training

The Operational Training group works to ensure employees receive mandatory regulatory training like Passenger Safety Management, Firefighting, Emergency Response, as well as other training such as Prevention of Violence in the Workplace.



Practice Makes Perfect

The crew on the Mathews Expedition undergo Restricted Proficiency Survival Craft (RPSA) training.



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Part 11: Training and Development



Marine Education Program – Deck and Engineering

BC Ferries is committed to sponsorship of Deck and Engineering Officer development for employees working towards higher certification and for employees maintaining current International Certificates to meet Transport Canada STCW regulatory requirements. These courses are in addition to the ongoing investment through BC Ferries Academy and our leadership development programs.

In the last fiscal year alone, through the Marine Education Program alone, BC Ferries invested \$1,745,000 to sponsor employees. Types of financial assistance may have included the following:

- payment of tuition costs
- providing required text books from our Academy Library
- use of travel pass for 'business' when travelling to/from the courses
- mileage for one return trip over duration of the course
- daily allowance to assist with costs of accommodations, meals, daily phone calls and all other personal expenses
- weekly allowance for employees who do not require hotel accommodations, but to assist with costs of parking and mileage
- upon successful completion of on-line, self-study and in-class courses, reimbursement of hours into their CTO bank, up to a maximum of 50% of course time

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Part 11: Training and Development



The Simulator Training Centre

We have a comprehensive Bridge Team Simulation training program; equipment for this program includes simulators, visual databases, hydrodynamic models and full-time Master Mariner Instructors.



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Part 11: Training and Development



The Simulator Training Centre

The Simulation Training Centre developed and delivered navigation and bridge team training, locally accessible, integrated within normal operating cycles and tailored to meet the needs of our employees through delivery of 72 courses to 278 deck officers.



The Marine Education Program Invested \$722,000 in furthering Deck Officer career development by providing sponsorships to over 100 employees.

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Part 11: Training and Development



Cadetship Programs

BC Ferries is partnered with British Columbia Institute of Technology (BCIT Marine Campus) and Georgian College in providing a 5 month Cadetship experience to 1st and 2nd year Engineering and Nautical Sciences (deck) cadets.

In 2017, we expanded the program to welcome our first cohort of Georgian College deck cadets for placement on our Northern vessels and in 2018, we further expanded this program to welcome cadets from Memorial Marine Institute.

In 2018 we welcomed 18 cadets to join our fleet to gain on the job experience towards their Marine education.

Cadets are provided with mentorship, real life opportunity to apply their skills, learning resources, stipend, and accommodation including meals on applicable routes (live-aboard).

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Part 11: Training and Development



Apprenticeships

Our terminal Maintenance actively supports employees in the trades through apprenticeships. In 2018 we have had 10 apprentices in red seal trades programs registered with ITABC (5 Mechanical, 3 Plumbing, 2 Millwrights)

There are four year programs that call for our employees to be in school each for required training. This is in addition to on the job training with a mentor in their trade.

BCF participates in the Supplemental Unemployment Benefits plan and **tops up the employee's salary to 95%** during the time they are on employment insurance benefits. **We also cover the costs of course and books.**

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Part 11



Attachments

- Information about BC Ferries Academy
- Operational Training
- Simulation Training Centre
- Management Development courses
- HR Policy on Employee Development and Education Refund
- Professional Development "Lunch and Learns"
- Uvic Advanced Leadership Program Information
- ACCESS Bridges Information
- Annual Talent Management Process

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Part 12: Vacation and Paid Days Off



Vacation

To attract new candidates, we offer many new employees vacation entitlement about the policy (10 days). In fact, most of our excluded new hires receive 15 days of vacation for their first of employment.

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Part 12: Vacation and Paid Days Off



Bargaining Unit employees are also eligible for the following paid days off

- Special Leave at regular pay (up to additional 10 days) for reasons including marriage of the employee or employee's child, birth of a child, domestic emergencies, attend funeral, citizenship hearings, moving household, court appearance of child
- Family Illness Leave
- General Leave
- Deferred Salary Leave (6-12 months)
- Sick or Bereavement leave during vacation is credited back to the Employee's vacation bank

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Part 12: Vacation and Paid Days Off



Attachments

- Exempt Employee Vacation Policy
- Bargaining Unit Employee - Collective Agreement
 - Yellow Tabs - Paid Holidays and Vacation Entitlement
 - Green Tabs - Health & Welfare Entitlements
 - Red Tabs - Special Leaves
 - Blue Tabs - Entitlements upon retirement

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Part 13: Community Involvement



Engaging our employees in community service initiatives, and letting the public know that we are a responsible corporate citizen, are the cornerstones of SeaForward – BC Ferries Corporate Social Responsibility (CSR) program. BC Ferries cares about communities; we care about the environment; and we want to leave a legacy for the next generation



Part 13: Community Involvement



Connecting customers through meaningful community engagement



Complimentary travel for emergency responders



Painting the Alert Bay Terminal wall



Tsawwassen First Nations terminal visit

Part 13: Community Involvement



Supporting Sports in our Communities

- BC Ferries provides in-kind travel sponsorship to the Powell River Kings Junior "A" Hockey Club by donating \$10,000 worth of travel vouchers, which helps the team with their ferry travel expenses.
- BC Ferries also provides sponsorship through in-kind travel donations to Cops for Cancer, All Native Basketball Tournament, and BC Bike Race.

BC Ferries Sport Experience Program

- BC Ferries partners with ViaSport to provide in-kind travel for not-for-profit sport organizations and youth athletes.
- After an application is approved, BC Ferries provides vouchers for youth athletes traveling to compete in international events, national championships, western Canadian championships, provincial championships or selection camps.

Part 13: Community Involvement



BC Ferries Media Charity Golf Classic

In 2017, BC Ferries hosted the 12th annual Media Charity Golf Classic. It is an opportunity for B.C.'s top media and business leaders to support charities in our community. BC Ferries Media Charity Golf Classic raised **\$80,000 for the United Way**. Over the past twelve years, these tournaments have raised more than \$740,000 to support family and children's programs.

United Way Campaign

In addition to the above, multiple other employee lead initiative raised **another \$31,000 towards the United Way in 2018**

Our employees are always finding fun ways to give back to the community, examples:

- Atrium employees donated **802 lbs** of food to **Mustard Seed**
- Salt Spring employees donated **117 lbs** of food to **Salt Spring Island Food Bank**
- BC Ferris Vacations filled **3 full boxes** to the **Greater Vancouver Food Bank**
- Customer Care raised **\$650** for the **Family Christmas Fund**

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Part 13



Attachments

- SeaForward Information
- Community Investment Policy
- Corporate partners and about the Community Investment Program
- Select media releases
- Samples of employee initiatives

101

Part 15: Special Interest Competitions Canada's Greenest Employers



BC Ferries introduces 3 plan to further our commitment to reducing environmental impact of our operations and protecting the pristine coastline we operate in.



- **Long Term Underwater Radlated Noise Mitigation Plan**
 - **Sustainability Plan**
 - **Clean Technology Adoption Plan**

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Part 15: Special Interest Competitions



On June 15, 2017 BC Ferries received the "Organizational Environmental Program" Award from the Environmental Managers of British Columbia for our ongoing collaborative efforts with Industry, researchers and the regulatory community to mitigate the impacts of shipping on marine mammals



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Part 15: Special Interest Competitions 

BC Ferries has been certified by Green Marine as a ship owner and a terminal operator since 2015 and is one of the largest participating companies.

In May 2017, the Fleet Maintenance Unit (FMU) became the second shipyard in Canada to be certified by Green Marine and BC Ferries reached a significant milestone of 100 per cent participation.

BC Ferries is the only company that is certified by Green Marine in all three participant categories, as a ship owner, terminal operator and shipyard.




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Part 15: Special Interest Competitions 

Canada's Greenest Employers

Our Commitment *"to actively work towards providing cleaner, sustainable marine transportation services"*

What does it look like?

Compliance	Comply with requirements of environmental legislation and local regulations as a responsible corporate citizen.	   
Reduction and Prevention	Reduce and prevent potential negative impacts to the environment through knowledge and education.	 
Beyond Compliance	Voluntarily initiate environmentally beneficial activities beyond compliance requirements.	
Continuous Improvement	Demonstrate year-over-year improvements and added value.	

BCFerries

Part 15: Special Interest Competitions

Light footprints

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BCFerries

Part 15: Special Interest Competitions

SeaForward

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Part 15: Special Interest Competitions



SeaForward brings BC Ferries' existing environmental activities, conservation projects, community investments, and new sustainability endeavors together under a single umbrella.

SeaForward's goal is to effectively communicate BC Ferries' efforts to reduce our environmental footprint, improve the sustainability of our operations, and support coastal communities.

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Part 15: Special Interest Competitions



WATT Now! Ugly Sweater Contest

Putting on a sweater and turning down the heat are simple actions that can help make a difference in greenhouse gas emissions. In fact, if every Canadian turned down their thermostat in the winter, we could save 2.2 megatonnes of carbon dioxide per year — equal to taking 350,000 cars off the road.

It's also a fun way to learn about the importance of saving energy and inspires you to use less heat all winter.

Prizes include the choice of a \$100 gift certificate to Passages Gift Shop (to get a new sweater) or a \$100 pre-loaded Visa. The group photo prize is a \$100 gift certificate/card per employee to a group max of \$500.



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Part 15: Special Interest Competitions



BC Ferries Employees participate in the Great Canadian Shoreline Cleanup



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Part 15: Special Interest Competitions



Ways our employees get involved in SeaForward

SeaForward Champion Program

- Internal Initiatives
- Conservation and Sustainable Operations

Community Ambassador Program

- External Initiatives
- Community Well-Being

Watt Now

- Energy Awareness Days
- National Sweater Day

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Part 15: Special Interest Competitions



Community Ambassador Program

- **The Program**
 - Funding for voluntary employee teams
 - Initiatives that improve community well being
- **Objectives**
 - Enable employees to help make a difference
 - Celebrate volunteerism and strengthen community connection
- **Criteria for support**
 - Physical environment
 - Arts and Culture
 - Social contribution



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Part 15



Attachments

- Long Term Underwater Radiated Noise Mitigation Plan
- Sustainability Plan
- Clean Technology Adoption Plan
- Health, Safety, and Environment Policy
- Green Marine Performance Report
- Coast Naturalist Program
- SeaForward Information

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APPLICATION FOR THE 2021 CANADA'S TOP 100 EMPLOYERS PROJECT

Dear Employer:

We invite your organization to apply to the 2021 *Canada's Top 100 Employers* project. Attached is the application form for the national competition, plus 18 regional and special-interest competitions managed through our annual project. Employers complete a single application for all the competitions.

Over the summer, our editorial team will review your application to compare your organization to others in the same industry and region. We look for interesting employers, large and small, with innovative programs that attract and retain talented employees.

Employers chosen for this year's *Canada's Top 100 Employers* list will be announced this fall in a special magazine published in *The Globe and Mail* in print and online. Our editors' detailed Reasons for Selection, explaining why each winning employer was selected, are published simultaneously on our job search engine, Eluta.ca, now used by millions of Canadian job-seekers each year. Winners of our regional and special-interest competitions will be announced in a series of magazines published with our media partners starting in the fall.

Publishing detailed 'reasons for selection' is a distinguishing feature of our project; last year, our editorial team wrote over one million words explaining our choices. We take the time to write out lengthy reasons for selection so other employers can note these best practices and improve upon them. Before starting the application, we encourage you to review this year's editorial reasons for selection via the [competition homepage](#).

By publishing written reasons, we also aim to provide job-seekers with a better understanding of what leading employers offer, while providing transparency in the selection of winners.

Keep in mind that no employer offers every perk and benefit we ask about in this application — our job is to seek out current best-practices and, to do this, we ask a lot of questions. We have also continued the application fee introduced in 2002 to offset the costs of managing the competition and the review process. (A letter explaining the fee is available [online](#).)

This year's deadline for receipt of completed applications is May 1, 2020. Please be judicious in including ancillary materials (e.g. news reports, benefit plan booklets, annual reports).

On behalf of our entire editorial team, thank you for your interest in this year's *Canada's Top 100 Employers* project. We look forward to reviewing your application.

Yours very truly,

Richard Yerema, Managing Editor
richard.yerema@mediacorp.ca

Yours very truly,

Anthony Meehan, Publisher
anthony.meehan@mediacorp.ca



Canada's Top 100 Employers (2021 Competition)

Request for Information



Instructions for Employers:

To be considered for the 2021 *Canada's Top 100 Employers* project, you must complete this form and return it to us by May 1, 2020.

We encourage you to follow the application form for all responses. Please include additional materials (e.g. benefits plans and annual reports) if they are relevant. Some helpful information on using PDF forms is available [online](#). Do not complete this form inside your web browser – use the standalone Adobe Acrobat Reader instead. We will confirm

receipt of your completed application by email. Over the summer, our editors may also ask short-listed candidates to confirm certain aspects of their applications.

Employers selected for our 2021 national list will be announced in a special magazine published this fall in *The Globe and Mail*, with our editors' detailed reasons for selection published on our popular job search engine [Eluta.ca](#) the same day. *If you have any questions about this year's application, please feel free to contact us at ct100@mediacorp.ca*



PART 1: CONTACT INFORMATION

1. Employer name (use full legal name):

British Columbia Ferry Services Inc.

2. Mailing address (head office in Canada):

Suite 500
1321 Blanshard Street
Victoria BC
V8W 0B7

3. Telephone (main):

(250)978-1187

4. Website URL:

www.bcferries.com

5. Please provide URLs for your social media sites (e.g. Instagram, Twitter, LinkedIn, Facebook, etc.):

<http://twitter.com/bcferries>
<http://www.facebook.com/pages/119015647934#>

6. Person responsible for this application (not published):

(a) Contact name and title:

Aggle Strzelecka

(b) Your direct email address:

aggle.strzelecka@bcferries.com

(c) Your direct telephone extension:

250-978-1349

7. (a) Alternate contact and title, for this application:

John D'Agnolo - Director, Corporate Human Resources

(b) Alternate contact's email address:

john.dagnolo@bcferries.com

(c) Alternate contact's telephone:

250-978-1349

8. Alternate contacts. Complete the attached schedule if you have additional contacts for our competition or our media partners.

Completed Schedule 5 is attached

PART 2: ABOUT YOUR BUSINESS

9. Please provide a brief summary of your organization’s operations and describe any significant developments in the past year.

BC Ferries is one of the largest ferry operators in the world, providing year-round vehicle and passenger service on 24 routes to 47 terminals, with a fleet of 35 vessels. We are an essential transportation link that connects coastal communities and facilitates the movement of people, goods and services.

More details and information about business are enclosed in the attached package.

10. Has your organization laid off employees in the past year because of economic conditions?

No Yes (Explain how the layoff was handled)

11. Are you a publicly-listed company?

Yes

Stock symbol:

12. Revenues for last fiscal year (if publicly disclosed):

13. What is the NAICS code of your primary business?

841.1 (\$ millions) (Find our NAICS code)

14. If applicable, who is your main competitor in Canada?

483116

15. Major hiring locations in Canada (city and province):

Ferry operators, Airlines, Water Taxi, Freight & Shipping Companies

16. Year organization founded:

1960

17. Parent company name, if applicable:

1960

18. Parent company head office location:

BC Ferries Inc.

PART 3: ABOUT YOUR WORKFORCE

Important: Except as noted otherwise, please use March 1, 2020, as the effective date for all questions in this Part 3. **NEW**

19. Number of employees on March 1, 2019:

Full-time Part-Time

(a) At this location: 3616 1144

(b) Total in Canada: 3616 1144

(c) Total worldwide: 3614 1144

20. Number of employees on March 1, 2020:

Full-time Part-Time

(a) At this location: 3359 900

(b) Total in Canada: 3359 900

(c) Total worldwide: 3359 900

- 21. Percentage of your workforce who are engaged on a contract basis.....
- 22. Longest number of years any worker has been with you on contract.....
- 23. Number of job applications received in Canada in the past year.....
- 24. Total jobs available to outside candidates across Canada in past year....
- 25. Average age of all employees at your organization (all levels, in Canada)....
- 26. Years that longest-serving employee has worked at your organization.....

27. Voluntary turnover rate for full-time employees in Canada in past year.....

28. Please indicate in the table below the percentages of employees who are members of the groups shown:

Percentage who are...	Women	Visible Minorities	Indigenous	Disabled Persons
(a) All Employees	<input type="text" value="35%"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(b) Managers	<input type="text" value="41%"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(c) Executive Team	<input type="text" value="33%"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0%"/>
(d) Board of Directors	<input type="text" value="38%"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

PART 4: PHYSICAL ENVIRONMENT

29. **Neighbourhood.** We are interested in the distinctive features of the neighbourhood where your head office is located:

- NEW** (a) Nearby amenities:
- Park or wilderness area. *Name:*
 - Local recreation centre. *Name:*
 - Other amenities. *List one or two:*

(c) Distinctive features of your head office location (e.g. trendy neighbourhood, mountain views, etc.). *Point form is fine:*

-Proximity to Victoria harbour
 -Downtown Victoria, a major tourist destination
 -Scenic views of the ocean and Olympic Mountains
 -Flowers gardens are plenty

- (b) Check any commuter amenities that apply:
- Nearby public transit (within 5 minutes walk)
 - Transit subsidy for commuters
 - Online car pool sign-up system
 - Free onsite parking Subsidized parking
 - Sheltered bicycle parking onsite
 - Nearby bicycle sharing station
 - Electric vehicle charging stations
 - Corporate ride-sharing account

NEW 30. (a) **Head Office Building.** Briefly describe any interesting features of your head office building (e.g. office tower, renovated warehouse, custom-built manufacturing facility).

Head office building has an open central atrium from the ground floor to glass ceiling, and balconies for with many open seating areas to work or relax on a break.
 -Even the "inside" offices have windows to allow natural light
 -Fully equipped fitness facility, shower and change rooms.
 Amazing flower shop, cookware store and a barber shop round out the great (non-food) retail offerings and some great food shops we detail later.
 -Environmentally friendly building - LEED Gold certified (pg. 31 presentation)

(b) **Employee Consultation.** Were employees consulted in choosing the location and design of your head office?

Yes. *Briefly describe how the consultation was done:*

31. **On-Site Features of Your Main Location.** We are interested in learning more about the distinctive physical features of your main location:

(a) **Employee Work Areas & Comfort.** Describe the employee work areas at your main location (check all that apply):

- Open-concept workstations
- Traditional offices
- Industrial or factory setting
- Windows that open (for fresh air)
- Ergonomic workstations
- Workstations for telecommuters
- Sit-stand workstations
- Meditation/religious observance room
- Private sleep/nap room
- Sleep pods
- Private phone booth

(b) **Onsite Food Options** at your main location features (check all that apply):

Free snacks while you work. What free snacks are available today? List specific brands/items:

Depending on the day: fruit, granola bites, cookies and gluten free treats during our CEO coffee klatch. Free meals daily as listed below on live aboard vessels.

- Free coffee or tea Free juice/soft drinks
- Full-service cafeteria:
 - Healthy menus Subsidized meals
 - Special diet menus Take-home meals
 - Free meals daily
- Self-serve lunchroom
- Discounts at local restaurants

If you don't provide free juice/soft drinks, what's the price of a soft drink? \$

If you have a cafeteria, what's the price of a typical sandwich (or similar lunch item) today? \$

(c) **Other food options** at your main location (e.g. market-style cafeteria, food court with third-party coffee shops or vendors). *Point-form is fine:*

NEW

Drinks are free while working, food is 50% at our catering outlets. Discounts at other local restaurants. Employee on live-aboard vessels receive fully prepared meals. H/O has Jusu, Habit Coffee and Super Baba (Middle Eastern cuisine)

(d) **Employee lounge or break areas** at your main location feature (check all that apply):

- Comfortable couches Foosball table
- Fireplace Table hockey
- Music Table tennis
- Television Board games

Video games. Name of latest game:

- Pool table
- Outdoor patio/deck
- Outdoor barbecue

Other interesting lounge/break area features:

Employee areas vary by work site from industrial, world class refit facilities to modern office buildings and one of a kind beach views. (pg. 30 - 38)

(e) Do you have an **Onsite Fitness Facility** at your main location? Check one of these three options:

- No (skip to Part 5 below)
- Yes: others also use it; or only our employees use it.

Our onsite fitness facility offers:

- Free membership Elliptical trainer **NEW**
- Subsidized membership Rowing machines
- Treadmills Weights
- Stationary bikes Basketball court
- Stairmasters Sauna
- Instructor-led classes. Shower facilities

Most popular class (e.g. pilates, yoga):

Other interesting features of fitness facility:

Head office is shared gym for all building tenants that also includes onsite physio/massage, punching bag filtered water bottle filling machine.

Fitness facilities around the fleet are for employee use only. In areas without a fitness facility, employees are encourage to apply for health and wellness funding through the WHEEL (pg. 58 & 59)

PART 5: WORK ATMOSPHERE & COMMUNICATIONS

32. **Overall Atmosphere.** Check the following items if they are available at your workplace (feel free to attach a sheet to describe any of them in more detail):

- Business-casual dress daily
- Dress-for-your-day policy
- Casual dress (e.g. jeans) daily
- Casual dress Fridays only
- Concierge service
- Can bring pet to work
- Employee sports teams
- Radio/music while working
- Company-subsidized social committee.
- Operating since (yyyy):
- Committee Name:

33. **Celebrations & Social Events.** Briefly describe any company-paid social events that took place in the past 12 months (e.g. Holiday celebrations, weekend getaways, sports events). Feel free to attach more details.

Christmas functions are subsidized by the company, and take place around the fleet within work groups. Company wide golf tournament, fishing derby, Hockey tourney, and many Summer time BBQ's.

34. **Company-wide Communications.** Does your organization offer the following communications/feedback tools?

- Company newsletter. Newsletter name:
- Intranet site
- Traditional or email suggestion box
- Internal social media (attach description)

PART 6: HEALTH BENEFITS

35. **Description of Health Plan.** Please attach a copy of the booklet that your company provides to new employees describing your company's health benefits plan. **Important:** If you have different benefit plans for employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 6 for each employee group.

- We have multiple health plans. This Part 6 covers these employees:
- Plan insurer: and they comprise % of our total employees in Canada.

36. **Basic Health Benefits Plan:**

- (a) Your company pays % of the premiums associated with your basic health benefits plan.
- (b) We have a flexible plan with custom coverage. Employees can transfer unused credits to:
 - Salary or savings plan
 - Extra paid time-off
- (c) Hours per week that employees must work before they can join your basic health plan:
- (d) Days new employees must wait before coverage under basic plan starts: days after joining.
- (e) Are family and spousal coverage offered under your basic health benefits plan?
 - Yes, company pays % of premiums
- (f) Does your basic plan provide coverage to retirees?
 - Yes, company pays % of premiums
 - No, company does not cover the premium cost
 Is there an age limit for retirement coverage?
 - Yes, up to years of age; or
 - No age limit, coverage lasts until death

(g) Please indicate whether the following health benefits are included in your basic health plan (use the space below Question 38 to describe any of these benefits in more detail):

- Routine dental: % covered; \$ annual max, or no max
- Restorative dental: % covered; \$ annual max, or no max
- Orthodontics: % covered; \$ lifetime max, or no max
- Eyecare: \$ every years
- Fitness club subsidy (offsite), \$ annual max
- Health spending account, \$ annual max
- Wellness spending account, \$ annual max
- Prescription drugs
- Basic fertility treatment (IUI)
- IVF treatments, \$ lifetime max
- Employee assistance plan (EAP)
- Mental health practitioner benefit, \$ annual max
- Semi-private hospital room
- Medical equipment and supplies
- Medical travel insurance
- Massage (RMT) therapy
- Chiropractor
- Naturopathy
- Osteopathy
- Nutrition planning
- Podiatrist
- Home care
- Acupuncture
- Physiotherapy
- Other benefits included in your basic plan (describe after Question 38)

37. **Optional & Extended Health Benefits.** Please list any other related benefits that employees can obtain (for an additional premium) beyond your basic health benefits plan:

Ambulance service, prosthetics, hearing aids, hair pieces, hospital charges, travel Medi assist, medical exams, diabetic supplies, orthopedics, optional life insurance, short term illness and injury plan, long term disability plan.
Group life insurance, Time off for medical, Extended Health coverage includes: \$1500 hearing aids every 48 months, Retiree Benefits covered by Public Service Pension Plan (for both BU and exempt)

38. **Additional Health & Wellness Programs.** Please describe any other health and wellness initiatives that your organization manages in-house, e.g. mental health strategy, wellness committee:

Also covers ambulance service, prosthetics, hearing aids, hair pieces, hospital charges, Travel Medi Assist, medical exams, diabetic supplies, orthopedics, optional additional life insurance, short term injury and illness plan, and long term disability plan.

PART 7: FINANCIAL BENEFITS & COMPENSATION

39. **Financial Benefits.** Please indicate whether the following financial benefits are available at your company (if necessary, attach a separate sheet to describe in more detail). Include your employee pension booklet, if you have one. **Important:** If you have different financial benefits for employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 7 for each employee group.

Financial benefits vary by employee group. This Part 7 covers: Exempt and they comprise 16 % of our total workforce in Canada.

- | | | |
|--|---|--|
| Share purchase plan for:
<input type="checkbox"/> All employees
<input type="checkbox"/> Some employees only | <input checked="" type="checkbox"/> Defined-benefit (DB) pension plan for new employees, with employer contributions to _____% of salary | <input type="checkbox"/> Employee referral bonuses: Min: \$_____ Max: \$2500 |
| Profit-sharing plan for:
<input type="checkbox"/> All employees
<input type="checkbox"/> Some employees only | <input type="checkbox"/> Defined-contribution (DC) pension plan for new employees, with employer contributions to _____% of salary | <input type="checkbox"/> Discounted home insurance
<input type="checkbox"/> Discounted auto insurance
<input type="checkbox"/> Low-interest home loans
<input type="checkbox"/> Discounted auto lease rates |
| Signing bonuses for:
<input type="checkbox"/> All positions
<input type="checkbox"/> Some positions only | <input type="checkbox"/> Matching RSP plan with employer contributions to _____% of salary
<input type="checkbox"/> Non-matching RSP plan with employer contributions, to _____% of salary | <input checked="" type="checkbox"/> Subsidized home Internet
<input checked="" type="checkbox"/> Discounted company products or services (attach description) |
| Year-end bonuses for:
<input type="checkbox"/> All positions
Last year's range, from:
\$ _____ to \$ _____
<input checked="" type="checkbox"/> Some positions only | <input checked="" type="checkbox"/> Basic RSP plan with payroll deductions, but no employer contributions
<input checked="" type="checkbox"/> Life & Disability insurance | <input checked="" type="checkbox"/> Corporate discounts at retailers, etc. (attach description)
<input checked="" type="checkbox"/> Other financial benefits (attach description) |

40. (a) Do you participate in outside salary surveys?
 Yes. How often? Every: 6 Months 12 Months 18 Months 24 Months
 No. How do you determine if salary levels at your company are competitive?

(b) How often do you review salary levels with individual employees?
Every: 6 Months 12 Months 18 Months 24 Months

PART 8: FAMILY-FRIENDLY POLICIES

41. Family-Friendly Policies. We use the information in this part to consider your organization for our national and regional competitions, as well as [Canada's Top Family-Friendly Employers](#), which we announce each year. **Important:** If you have different family-friendly policies for various employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 8 for each employee group.



Family-Friendly benefits vary by employee group.

This Part 8 covers: who comprise % of our workforce in Canada.

(a) **Family-Friendly Benefits.** Please indicate whether your company provides any of the following:

- Maternity leave top-up for mothers:
Top-up to 75 % of salary for 17 weeks
- Parental leave top-up for mothers:
Top-up to _____ % of salary for _____ weeks
- Parental leave top-up for fathers:
Top-up to _____ % of salary for _____ weeks
- Parental leave top-up for adoptive parents:
Top-up to _____ % of salary for _____ weeks
- Compassionate leave top-up:
Top-up to _____ % of salary for _____ weeks
- Adoption assistance: \$ _____ per child

- Formal policy lets employees extend parental leave to become unpaid leave of absence
- Phased-in return to work for new parents NEW
- Onsite childcare at your main location:
 - Free Subsidized: \$ _____ per child per year
 - Number of spaces: _____
 - This childcare is exclusively for our employees' use
 - Number of childcare workers (in FTEs): _____
 - Waiting list: _____ months
 - Emergency/short-term daycare onsite
 - Other childcare information (*attach description*)
- Offsite childcare subsidy: \$ _____ per child
- Academic scholarships for employees' children
Maximum annual scholarship: \$ _____ per child

(b) **Flexible Work Options.** Please indicate if your organization offers any of these flexible work options:

- Flexible start/finish work hours
- 35-hour work week (with full pay)
- Shortened work week (fewer hours, less pay)
- Compressed work week (same hours, full pay)
- Telecommuting/work from home
- Reduced summer hours option (*attach description*)
- Formal "earned days off" (EDO) program (*attach description*):
Employees can work _____ extra hours each day and receive _____ day(s) off each month
- Other (*please attach description*)

PART 9: PROGRAMS FOR EXPERIENCED EMPLOYEES

42. Experienced Employees. We use the information in this part to consider your organization for our national and regional competitions, as well as the [Top Employers for Canadians Over 40](#). Winners of this competition are announced nationally each spring. We want to learn about any interesting programs that assist employees as they enter the second half of their careers.



(a) Does your organization have any programs specifically designed to assist older employees?

- Yes. *Please attach a brief description.*
- No.

(b) Do you actively recruit new employees aged 40+?

Yes. *List some typical positions:*

(c) Check if the following benefits are offered for older employees:

- Previous work experience at other employers counts towards annual paid vacation allowance
- Mentorship programs to transfer retirees' skills
- Assistance with succession and retirement planning
- Phased-in retirement (e.g. part-time before leaving)
- Paid health benefits for retirees (*attach booklet*)
- Organized social activities/volunteering for retirees

Include a brief description of these or any other programs offered by your organization for employees aged 40+.

PART 10: EMPLOYEE ENGAGEMENT

- 43. (a) Does your HR department conduct periodic in-house employee surveys?
 Yes Every 12.0 Months
- (b) Do you use an outside consultant to conduct periodic employee surveys?
 Yes Every _____ Months
- 44. (a) How often do employees receive formal reviews?
 Every 12.0 Months
- (b) Do your managers receive training in conducting effective performance reviews? Yes
- (c) Do you operate a 360-degree feedback program, providing employees with performance-related feedback from co-workers and other managers?
 Yes. *Briefly describe process below.*
- (d) Can employees provide confidential feedback on their manager's performance? Yes. *Describe process below.*
- (e) Do you conduct exit interviews with departing employees? Yes
- (f) You may also attach a page that provides a succinct overview of the key features of your performance management program in two or three paragraphs.
 Overview attached
- 45. **Employee Engagement Survey.** If you have completed a recent employee engagement survey, you may enclose the results (and questionnaire) with this application. Please indicate below (or attach) a brief description of the survey and its principal conclusions. ****Important: please ensure that your survey provider allows you to release your results.**

Our survey is completed in conjunction with the President & CEO Tour, (pg. 43-44) Employees are encouraged to provide feedback, including regarding their manager and or leadership team.

46. **Performance-Based & Other Rewards.** Please indicate if your organization offers any of the following performance-based rewards:

- Individual performance bonuses
- Individual "on-the-spot" rewards
- Peer-to-peer recognition awards
- Online recognition platform
- Unique awards tailored to the recipient
- Long-service awards
- Other rewards (*point-form is fine*):

NEW

PART 11: TRAINING & DEVELOPMENT

- 47. (a) Please indicate the annual amount spent on training, per full-time employee: \$ _____
- (b) Does your organization offer any of the following continuing education and professional development programs (*please use an attachment to describe any of these benefits in more detail*):
 - Tuition subsidies for courses related to an employee's current position: No annual max.
100 % of tuition. Annual max: \$ _____
 - Tuition subsidies for courses not related to an employee's current position: No annual max.
 _____ % of tuition. Annual max: \$ _____
 - Subsidies for professional association memberships
 - In-house apprenticeship and skilled trades training programs (*details attached*)
 - Mentoring program (*details attached*)
 - Financial bonuses for completion of professional accreditations and development courses:
 From \$ _____ to \$ _____ (*details attached*)
 - Career planning services
 - In-house training programs (*details attached*)
 - Online training programs (*details attached*)
 - Online employee skills inventory (*details attached*)
 - Unpaid internships (*details attached*)
 - Paid internships (*details attached*)
 - Other initiatives (*details attached*)

PART 12: VACATION POLICY & PAID DAYS-OFF

Important: If vacation and paid days-off policies at your organization vary by employee group (e.g. union, non-union, management), copy this page and complete a separate Part 12 for each employee group.

Vacation and paid days-off vary by employee group. This Part 12 covers: Exempt
and they comprise 18 % of our total workforce in Canada.

48. **Vacation Allowance.** How many weeks of paid vacation does your company offer to employees with the following lengths of tenure? *If you have different vacation entitlements for various employee groups (e.g. union, non-union, management), be sure to supply this information for each employee group.*

- (a) 1 Year 10 days weeks
- (b) 2 Years 10 days weeks
- (c) 3 Years 15 days weeks
- (d) 4 Years 15 days weeks
- (e) 5 Years 15 days weeks
- (f) 6 Years 20 days weeks
- (g) 7 Years 30 days weeks
- (h) 8 Years weeks
- (i) 9 Years 4 weeks
- (j) 10 Years 5 weeks
- (k) Max 7 weeks

We offer unlimited vacation allowance for all staff.

49. **Leaves of absence.**

- We offer unpaid leaves. Max length: _____ months
- Self-funded/deferred salary. Max length: _____ months
- Paid educational leaves. Max length: _____ weeks

NEW

50. **Paid Days-Off.** In addition to the paid vacation allowance in Question 48, calculate the additional paid days-off that employees at your location receive each year:

- (a) Statutory holidays 12.0 days
- (b) Paid summer shutdown..... _____ days
- (c) Paid December 27-31 shutdown..... _____ days
- (d) Paid sick days (no doctor's note)..... _____ days
- (e) S-T disability (doctor's note req'd)... _____ days
- (f) Paid personal days-off, where employee can choose the days* _____ days
- (g) Paid personal days-off, where company specifies the days* _____ days

Total of items 50(a) to (g) above 12.0 days

* If there are restrictions on how these days may be used, describe these briefly on a separate sheet.

PART 13: COMMUNITY INVOLVEMENT

51. We are interested in learning about notable community or charitable projects where your employees are actively involved in helping others, particularly those involving skills or talents unique to your employees or organization.

(a) Geographic scope of all charities assisted:
 Local National International

(b) Does your charitable program have a particular focus? (e.g. youth, environmental, etc.)
 Yes. Please describe:

(c) Total number of charities assisted by your organization last year:

(d) Please list the main charities supported in past year and describe any noteworthy projects (attach sheet):

Examples include:
United Way - Saturday Breakfast Club - AIDS Vancouver - Beloved Women Support Services - BC SPCA/WILD Arc - Deane Orphan Killen Fund - Epilepsy & Parkinsons - Local Food Banks - Heart and Stroke - Nemalno Unique Kids - Options Community Services - Primary Schools in Africa - Salvation Army - Scouts Canada - Van Isl Kids Club - Zajec Ranch

(e) Are employees involved in choosing the charities supported? Yes. Describe selection process briefly:

Employees in differing locations choose the charities they assist or participate in.

All employees who elect payroll deductions to the annual United Way Campaign also choose the registered charity that their donations are to go to.

(f) Do employees receive paid time-off to volunteer?
 Yes. How much time? _____ days/year

(g) Total employee volunteer hours (on company time) spent on charitable projects in the past year:

(h) Do you match employee donations?
 Yes. Max annual donation/employee:

(i) Do you match employee volunteer hours with company donations? Yes.
Maximum donation: \$ _____ for every _____ hours

PART 14: PHOTOS & COMPANY LOGO

52. **Photos & Captions.** If your organization is selected as one of the 2021 winners, we may use photos you submit in our announcement magazines in The Globe and Mail, on your employer review and on social media. *These photos reach millions of readers, showing job-seekers what it's like to work at your organization. Ideally, they illustrate interesting stories or benefits described in this application:*

- Upload your photos directly to our servers for our editors to review. Request your custom upload URL by emailing photos@mediacorp.ca
- Our editorial team will review your photo uploads and your draft captions – our [photo hints](#) describe what we're looking for
- Your photos won't be displayed publicly unless your organization is selected as a competition winner

Please check both boxes:

- We have uploaded our photos for this year's application
- We have uploaded our company logo (in EPS or SVG format) using the same custom upload URL provided



PART 15: SPECIAL-INTEREST COMPETITIONS

53. **Special-Interest Competitions.** Our larger special-interest competitions have separate application forms, which are attached as optional schedules. *To apply for one or more of these competitions, check the relevant box(es) below and attach the related schedule(s) to your completed application:*

- Canada's Best Diversity Employers – Schedule 1
- Canada's Top Employers for Young People – Schedule 3
- Canada's Greenest Employers – Schedule 2
- Canada's Top Small & Medium Employers – Schedule 4

PART 16: CERTIFICATION & APPLICATION FEE

I certify the foregoing information is complete and accurate. We authorize publication by you (and your editorial partners) of all information and items included with this application, including photos or other items submitted. If selected, we agree to abide by the [competition rules](#) for the Canada's Top 100 Employers project, including the logo usage rules.

- I consent to add my email address shown in Question 6(b) above to your official mailing list for the Canada's Top 100 Employers project. *(You'll receive a verification email and can unsubscribe at any time.)*

Enclosed is our [application fee](#) of \$1,295.00 plus 13% HST (Registration #134051515 RT0001).

You can pay the application fee by:

- enclosing your cheque (*make payable to "Canada's Top 100 Employers"*); or
- paying the fee online (*enclose your credit card receipt*). [Online payment form](#)

The fee is non-refundable and a receipt will be emailed to you, together with our editors' confirmation that your application has been received. Good luck! *The person signing this form must be the contact person listed in Question 6 above.*

Signature

Date

Kindly do not fax or email your application. Please return by May 1, 2020 to:

CANADA'S TOP 100 EMPLOYERS — 2021 COMPETITION
MEDIACORP CANADA INC., 7 ST. THOMAS STREET, SUITE 501, TORONTO, ON M5S 2B7

**SCHEDULE 1
CANADA'S BEST DIVERSITY EMPLOYERS**

Canada's Best Diversity Employers. Published annually since 2008, Canada's Best Diversity Employers recognizes employers across Canada that have exceptional workplace diversity and inclusiveness programs. The winning employers are announced each year in a special magazine published in The Globe and Mail and online on Eluta.ca. This competition examines a range of diversity initiatives, including programs for five major employee groups: (a) Women; (b) Members of visible minorities; (c) Persons with disabilities; (d) Indigenous peoples; and (e) Lesbian, Gay, Bisexual and Transgender/Transsexual (LGBT) peoples.



Complete this page to be considered for the 2021 Canada's Best Diversity Employers competition:

- (a) Is your organization regulated under any of the following Employment Equity programs?
 - Yes, *Federal Contractors Program/FCP*
 - Yes, *Legislated Employment Equity Program/LEEP*
 - Yes, provincial employment equity legislation
 - Yes, other legislation: _____
 - No, we aren't regulated under any of the above

- (b) Does your organization offer programs designed to improve workplace diversity and inclusiveness?
 - Yes. *Check all applicable:*
 - Women
 - Persons with disabilities
 - Members of visible minorities
 - Lesbian, Gay, Bisexual & Transgender
 - Indigenous peoples
 - New Canadians
 - Other (e.g. mental health) _____

- (f) Are job opportunities posted on your website accessible to visually impaired applicants?
 - Yes

- (g) Do you track any of the following diversity measures?
 - Yes (*check all applicable and explain how tracked*)
 - number of employees from diversity groups
 - recruiting from diversity groups
 - employee perceptions of discrimination and harassment
 - management and leadership behaviour
 - benchmarking external best-practices
 - overall progress in creating an inclusive workplace

- (h) What specific actions has your organization taken in the past year to support your diversity and inclusion programs? *Explain below or attach sheet*

- (c) Does your organization have a senior executive position responsible for overseeing diversity and inclusiveness initiatives? Yes

Position title:

Year established:

- (d) Does your organization have a clearly defined strategy to achieve diversity and inclusion goals?
 - Yes, *attached.* Year last updated:

- (e) Has your organization implemented initiatives related to (*check all applicable and explain below*):
 - recruitment and selection of diversity groups
 - retention and development of diversity groups
 - training and education in diversity
 - diversity employee resources/affinity groups
 - diversity leadership/management accountability
 - customer and market diversity
 - vendor and supplier diversity
 - community partnerships to support diversity

SCHEDULE 2 CANADA'S GREENEST EMPLOYERS

Canada's Greenest Employers. Launched in 2007, this award recognizes employers with interesting environmental programs and Earth-friendly policies that actively involve their employees. Specifically, we are interested in employers that have incorporated environmental values into their corporate culture — and are attracting employees (and retaining them) because of these values. Competition winners are announced each April just before Earth Day.



Complete this page to have your organization considered for the 2021 Canada's Greenest Employers competition:

(a) Employee and Senior-Level Involvement:

Formal employee "green team"

Team name:

Informal employee-led green initiatives. *Highlight interesting employee-led green initiatives over the past year below, or use attached sheet:*

More details on our green initiatives in the attached package.

We have a senior executive position responsible for overseeing environmental initiatives:

Position title:

Year established:

Formal green strategy/policy statement (*attach*).

Last updated (year):

(b) Environmental Management Programs:

In-house waste reduction and recycling programs that extend beyond municipal minimums (e.g. e-waste collection, waste diversion rates). *Use additional sheet to describe.*

Partner with community organizations (e.g. Tree Canada, Bike-to-Work Week, etc.). *Use additional sheet to describe.*

Other green initiatives, from unique "line-of-business" products to programs that encourage clients and customers to incorporate environmental considerations. *Use additional sheet to describe.*

Have ongoing monitoring/environmental management system (EMS) to measure environmental initiatives and progress. *Use additional sheet to describe.*

Recently conducted environmental audit:

In-house audit. Year completed:

External audit. Year completed:

Completed by:

Publish a "Sustainability Report" or similar document that is available to the public. (*please attach report*)

Last published (year):

Carbon-neutral in (year):

We have not established carbon-neutral goals.

Green procurement policy for products and services purchased. *Use additional sheet to describe.*

(c) Building Footprint:

LEED Head Office:

Platinum Gold Silver

Certified in _____ (year); or

pending certification.

LEED Other Buildings:

Platinum Gold Silver

Certified in _____ (year); or

pending certification.

Other building accreditations (e.g. BOMA, ISO). *Use additional sheet to describe.*

Building(s) include following green features:

Green roof Rainwater collection

EV charging Solar heating sheets

PV solar panels Geothermal heating/cooling

Solar hot water Other (e.g. LED lighting):

SCHEDULE 3 CANADA'S TOP EMPLOYERS FOR YOUNG PEOPLE

Canada's Top Employers for Young People. First published in 2001, this annual competition recognizes the employers that lead the nation in [helping college and university graduates](#) make the transition from school to work. In addition to offering great opportunities, these employers have well-established entry-level recruitment programs that offer the best opportunities for ongoing career development and advancement. The winning employers will be announced in a special feature in The Globe and Mail and on Eluta.ca.



Complete this page to be considered for the 2021 Canada's Top Employers for Young People competition:

(a) **Recruitment Programs.** Our organization participates in the following student recruitment initiatives:

on-campus recruitment

summer student recruitment.

How many last year?

co-op and work term placements.

How many last year?

NEW

List disciplines recruited:

paid internships for young people.

How many last year?

NEW

List disciplines recruited:

Attach description of type of work, duration, weekly hours.

unpaid internships for young people.

How many interns? Attach description of type of work, duration, weekly hours.

(b) **Overall Intake.** Total number of recent graduates that your organization hired on a full-time basis last year:

(c) **Workforce Composition.** What percentage of your full-time employees in Canada are under 30 years of age?

 %

(d) **Health Benefits & Flexible Work Options.**

Are the benefits you described in Parts 6 and 8 above available to new graduates when they are hired on a full-time basis? Yes

(e) **Training & Development.** Our organization provides the following training and development programs for recent grads:

orientation program (attach description)

leadership development (attach description)

opportunities for recent graduates to interact with senior managers, e.g. special lunches and on-boarding events (attach description)

employee resource/affinity groups for young people (describe below)

other development programs (describe below)

(f) **Other.** Describe below any other interesting or unique initiatives that make your organization a good place to start a career.

Helpful hint: Apply at no cost to [The Career Directory](#) – our online guide that lets recent grads match their degree or diploma with great employers with entry-level recruitment programs. For an application, email: tdc@mediacorp.ca



**SCHEDULE 4
CANADA'S TOP SMALL & MEDIUM EMPLOYERS (SME)**

Canada's Top Small & Medium Employers (SME). Canada's SME sector is tremendously important and is responsible for: over half of the nation's gross domestic product; nearly 90% of the private-sector labour force; and over three-quarters of the new jobs created in the last decade. Published annually since 2014, [Canada's Top Small & Medium Employers \(SME\)](#) recognizes small and medium enterprises that lead the nation in creating exceptional workplaces and progressive human resources policies. Employers are evaluated using the same eight criteria as our national competition, but must meet the Statistics Canada [definition](#) of a "small or medium" enterprise. The winners are announced in a special magazine published each spring in The Globe and Mail and online on [Eluta.ca](#).

Your responses from the main part of this application will determine our editors' selections for Canada's Top Small & Medium Employers.

To be considered for this competition, you must confirm that your organization meets the definition of a "SME" by answering "Yes" to the following three questions:

(a) Commercial Enterprise:

Yes, we are a for-profit commercial enterprise.

(b) Less than 500 Employees:

Yes, we employ less than 500 people worldwide.

(c) Ownership & Related Companies:

Yes, our company is owned by an individual or corporation that employs less than 500 people worldwide. *If your company is a subsidiary of another organization or a member of a larger group, please provide the name and head office address of your parent organization, plus the number of people it employs worldwide:*



**SCHEDULE 5
PUBLIC RELATIONS & ALTERNATE CONTACTS**

You can use this schedule to designate:

(a) Public Relations Contact:

Name	Title	Phone	Email

(b) Third contact for this application, in addition to the alternate contact listed in Question 7:

Name	Title	Phone	Email

(c) Contact for Media Partners (advertising/marketing opportunities in the announcement magazines):

Name	Title	Phone	Email

After submitting your application, you can always change any of these alternate contacts by emailing a revised copy of this schedule to ct100@mediacorp.ca