

July 22, 2014

Leah Biln
3609 14th Avenue
Castlegar, BC V1N 4J2

Dear Leah:

I am pleased to confirm you in the permanent full-time position of Administrative Assistant, Sector Initiatives for Columbia Basin Trust ("the Trust"). This position is subject to the terms and conditions set out below.

Starting date:	July 28, 2014
Salary:	\$38,700.00 per annum
Benefits:	After three months of employment you will be eligible for benefit coverage on the Group Life, Dental, Vision and Extended Health plans. The monthly premiums for the coverage on these plans are paid by the Trust. You will also be eligible for coverage on the Long-term Disability ("LTD") and Short-term Disability ("STD") plans after 3 months of employment. The premiums for LTD and STD will be deducted from your salary, but will be reimbursed by the Trust on a semi-monthly basis. Information on the benefit coverage is attached.
Pension:	As a Public Service Pension Plan ("PSPP") member you will continue to contribute to the PSPP. Your contributions will be deducted from your salary at the prescribed rate as determined by the administrators of the PSPP.
Vacation:	16 working days per annum, accrued on a monthly basis, which will be prorated for partial years of service. This will continue to increase on your hire date as per the Trust policy.
Place of Work:	Castlegar
Hours of Work:	Your hours will be 8:30 a.m. – 4:30 p.m. (including a 1 hour unpaid break), but employees are expected to be flexible with their hours of work to accommodate special projects and other work commitments.
Probationary Period:	Your transition to this new full-time position with the Trust will include a six (6) month probationary period commencing July 28, 2014. At any time during, or at the end of the probationary period, either you or your supervisor may determine that you are not suitable for, are unable to meet the required standards of, this role. Should this occur you will be returned to your previous position of Relief Reception, on the previous terms and conditions
Development Plan	You will be expected to complete the Lynda.com Word and Excel modules prior to the end of your probationary period. Furthermore,

	you will be required to, mutually agree upon an individual development plan with your immediate supervisor.
Termination:	After successful completion of the Probationary Period, your employment may be terminated as follows: • You may resign your employment by providing one-month's working notice in writing. The Trust may choose to waive some or all of the notice period and terminate your employment by paying you an amount equivalent to your regular wages for the remainder of the notice period. • The Trust may terminate your employment for cause without notice or payment in lieu of notice. • The Trust may terminate your employment without cause by providing compensation for length of service, or working notice, in accordance with the <i>Employment Standards Act (ESA)</i>. For greater certainty, you agree that the Trust's maximum liability arising on the termination of your employment is limited to the compensation for length of service payment calculated in compliance with the <i>ESA</i>, or at the Trust's discretion, working notice in compliance with the <i>ESA</i>.
Criminal Record Check (CRC):	This offer is subject to a criminal record check that is acceptable to the Trust.

In addition to the above terms and conditions, the Trust may from time to time establish and implement employment policies and procedures that are binding on its employees. Copies of the current policies have been made available to you. You will be informed either verbally or by posted notice of changes to those policies and procedures, as well as any new ones, which are applicable to your employment.

To confirm your acceptance of employment on the terms and conditions set out above, please sign and return to our office the enclosed copy of this letter.

Yours truly,



Johnny Strilaeff
Vice-President and COO

I confirm my employment on the above terms and conditions:

Leah Biln

Date