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BOMA Calgary

Compensation Survey 2005



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In Instructions for Completing BOMA's 2005 Compensation Survey

1. Ensure that the right person completes the survey. Your office administrator, or HR Department, who has access to the compensation information for each position, should fill it out.
2. Try to match the position descriptions as closely as possible with the activity as outlined by the generic descriptions. Do not go by job title alone.
3. Try to adhere to the salary graduations where possible.
4. If there are multiple persons in a category, chose the salary range that best represents the actual compensation for that position. Use an average if necessary rather than checking multiple boxes.
5. We try to capture a value of benefits as a percentage of salary. Again, if there are multiple persons in a category, use an average percentage as required.
6. Vacation schedules differ. Please try to match the scale, if possible, as closely to the choices offered.
7. If you run into an item for which you need clarity, please call (403) 237-0559.
8. Return the completed survey to BOMA not later than **29 April, 2005**
9. All survey information is strictly confidential.



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Please endeavor to best match your personnel with these generic descriptions. It is important to **match job function** rather than title. There are seven pages to this survey. Please complete all parts of the survey and FAX back to BOMA Calgary 403.266-5876 by 29 April 2005.

Position Description	Salary Range (Check One)	Benefits as % of Salary (Check all that Apply)
<p>Vice President, Property Management. Department head. Has senior property manager(s) reporting to this position. Responsible for portfolio greater than two million square feet. Responsible for all aspects of property management including leasing and financial reporting. Accountable for the profitability of the department.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p> <input type="checkbox"/> Less than \$70,000 <input type="checkbox"/> \$70,000 to 79,999 <input type="checkbox"/> \$80,000 to \$89,999 <input type="checkbox"/> \$90,000 to \$99,999 <input type="checkbox"/> \$100,000 to 109,999 <input type="checkbox"/> \$110,000 to \$119,999 <input type="checkbox"/> \$120,000 to 129,999 <input type="checkbox"/> \$130,000 to \$139,999 <input type="checkbox"/> \$140,000 or more. </p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p> <input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance </p>
<p>Senior Property Manager. Responsible for all areas of property management. Minimum ten years property management experience. Negotiates leases. Responsible for more than 1 million square feet. Supervises other property managers.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p> <input type="checkbox"/> Less than \$50,000 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 to \$79,999 <input type="checkbox"/> \$80,000 to \$89,999 <input type="checkbox"/> \$90,000 to \$99,999 <input type="checkbox"/> \$100,000 to \$109,999 <input type="checkbox"/> \$110,000 or more. </p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p> <input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance </p>
<p>Property Manager. Minimum five years hands-on property or portfolio management. Lease negotiation experience. Assigned to a specific building or portfolio with a minimum of 500,000 square feet. Has overall functional responsibility for all building operations, records and budgets. Reports to a senior property manager or to senior management.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p> <input type="checkbox"/> Less than \$40,000 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 to \$79,999 <input type="checkbox"/> \$80,000 or more. </p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p> <input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance </p>



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Position Description	Salary Range (Check One)	Benefits as % of Salary (Check all that Apply)
<p>Assistant Property Manager. Less than five years experience in property management. Responsible for a building or portfolio less than 500,000 square feet. Reports to property manager or to similar senior management.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,000 <input type="checkbox"/> \$40,000 to 49,000 <input type="checkbox"/> \$50,000 to 59,999 <input type="checkbox"/> \$60,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Administrative Assistant. Supports property management positions. Deals directly with property management, leasing, and property financing requirements.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$25,000 <input type="checkbox"/> \$25,000 to \$34,999 <input type="checkbox"/> \$35,000 to \$44,999 <input type="checkbox"/> \$45,000 to \$54,999 <input type="checkbox"/> \$55,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Comptroller/Chief Accountant. Manages and supervises the entire accounting function for the region. Has professional designation. (e.g. CA, CGA, CMA, etc.)</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$50,000 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 to \$79,999 <input type="checkbox"/> \$80,000 to \$89,999 <input type="checkbox"/> \$90,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>



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Position Description	Salary Range (Check One)	Benefits as % of Salary (Check all that Apply)
<p>Assistant Comptroller/Accountant. Responsible for all financial records, reports, bookkeeping, building, audit. May supervise other accounting staff. Reports to Comptroller/Chief Accountant.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,000 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Secretary/Receptionist. Responsible for word-processing, filing, telephone duties. Supports property management function.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$20,000 <input type="checkbox"/> \$20,000 to \$29,999 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Marketing/Promotions Manager. Implements building marketing and promotional activities within major buildings or portfolios.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$40,000 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 to \$59,000 <input type="checkbox"/> \$60,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Leasing Representative. Formulates marketing strategies and leasing assumptions for the relevant portfolio and executes the marketing program, including the negotiation of Offers to Lease with potential tenants. Reporting and evaluation of the program either internally or to clients on an ongoing basis.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,000 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>



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Position Description	Salary Range (Check One)	Benefits as % of Salary (Check all that Apply)
<p>Tenant Services Representative/Concierge. Coordinates tenant benefits and services to tenant employees.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$25,000 <input type="checkbox"/> \$25,000 to \$34,999 <input type="checkbox"/> \$35,000 to \$44,999 <input type="checkbox"/> \$45,000 to \$54,999 <input type="checkbox"/> \$55,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Receptionist (Lobby). Directs visitors and provides information as to the location of persons and companies in the building. Custodian for building evacuation plans documents in the event of an emergency. Is not considered a security guard.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$20,000 <input type="checkbox"/> \$20,000 to \$29,999 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Tenant Coordinator/Construction Supervisor. Supervises the design and construction coordination of tenant premises and base building projects. Reviews drawings and specification packages and ensures the protection of base building integrity.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>



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Position Description	Salary Range (Check One)	Benefits as % of Salary (Check all that Apply)
<p>Chief Engineer/Operations Manager. Responsible for overall building operations. Implements preventive maintenance programs. Supervises all building operators. Operates within and is accountable for operating budget. Minimum of Operator "A" ticket. Responsible for building or portfolio greater than 400,000 square feet.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p> <input type="checkbox"/> Less than \$30,000\ <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 to \$69,999 <input type="checkbox"/> \$70,000 to \$79,999 <input type="checkbox"/> \$80,000 to \$89,000 <input type="checkbox"/> \$90,000 or more. </p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p> <input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance </p>
<p>Assistant Operations Manager. Has responsibilities similar to Chief Engineer/Operations Manager, with building or portfolio less than 400,000 square feet or is subordinate to and in support of the senior operator in complexes greater than 400,000 square feet.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p> <input type="checkbox"/> Less than \$30,000\ <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 to \$59,999 <input type="checkbox"/> \$60,000 or more. </p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p> <input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance </p>
<p>Building Operator "A". Has Building Operator "A" ticket.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p> <input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 or more. </p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p> <input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance </p>



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Position Description	Salary Range (Check One)	Benefits as % of Salary (Check all that Apply)
<p>Building Operator "B". Has Building Operator "B" ticket.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Maintenance Worker. Performs general maintenance tasks around the building including basic plumbing, electrical and mechanical repairs. Does not have "A" or "B" ticket.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$20,000 <input type="checkbox"/> \$20,000 to \$29,999 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>
<p>Electrician. Install, maintains, and repairs electrical wiring and control systems. Troubleshoots and tests electrical systems and equipment. Has Journeyman Electrician qualification.</p> <p><input type="checkbox"/> Number of people in this classification.</p>	<p><input type="checkbox"/> Less than \$30,000 <input type="checkbox"/> \$30,000 to \$39,999 <input type="checkbox"/> \$40,000 to \$49,999 <input type="checkbox"/> \$50,000 or more.</p>	<p>Benefits for this position are _____ % of salary.</p> <p><u>Check Items Included In Package</u></p> <p><input type="checkbox"/> Group Life <input type="checkbox"/> Extended Health/Disability <input type="checkbox"/> Dental <input type="checkbox"/> Professional/Social Membership <input type="checkbox"/> RRSP/Pension Plan <input type="checkbox"/> Parking <input type="checkbox"/> Car Allowance</p>



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Vacation Policy

Please indicate your company's vacation policy by filling in the number of week's vacation for each category.

Years of Service	Management Personnel	Support Staff
Less than 1 Year	___ weeks	___ weeks
More than 1 Year but less than 2 Years	___ weeks	___ weeks
More than 2 Years, but less than 3 Years	___ weeks	___ weeks
More than 3 Years, but less than 4 years	___ weeks	___ weeks
More than 4 years, but less than 5 years.	___ weeks	___ weeks
More than 5 Years.	___ weeks	___ weeks

Thank you for completing this BOMA Calgary survey. We appreciate the time you have taken and the information you have provided.

Please FAX the information to BOMA Calgary 403.266-5876 by
29 April, 2005

