



May 12, 2020

Christina Zacharuk  
President & CEO  
PSEC Secretariat  
2nd Floor, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk,

**RE: Community Living BC Executive Compensation Reporting – Board Attestation**

As per the attached Community Living BC Executive Compensation Report and Compensation Philosophy Statement, the Board is aware of the executive compensation paid in the prior fiscal year.

The disclosed information is accurate and includes all compensation paid by the employer, foundations, subsidiaries, or any other organization related to or associated with the employer. The disclosed information also includes the value of any pre- or post-employment payments made during the twelve (12) month period before or after the term of employment. The Board verifies that the compensation provided was within approved compensation plans and complies with these guidelines.

Sincerely,

A handwritten signature in black ink that reads "Michael Prince". The signature is written in a cursive, flowing style.

Michael J. Prince  
Chair, CLBC Board of Directors

Encl.



## COMMUNITY LIVING BRITISH COLUMBIA EXECUTIVE COMPENSATION REPORTING For the fiscal year ending March 31, 2020

Community Living BC (CLBC) was established on July 1, 2005 by the Community Living Authority Act with a mandate to provide person-centred supports to adults with developmental disabilities. Today, CLBC funds, administers and monitors services which meet the disability-related needs of two groups of eligible individuals. As of March 31, 2020, this included:

- 21,160 adults who have a developmental disability; and
- 2,229 adults who have fetal alcohol spectrum disorder (FASD) or autism spectrum disorder (ASD), and significant limitations in adaptive functioning.

CLBC funds services through a network of service providers and via individualized funding (directly to families), usually where families manage funds on behalf of their loved ones.

The following support services are provided by CLBC:

- Employment to help people find and keep work;
- Residential supports that include supported or shared living and staffed residential (group) homes;
- Community inclusion to assist people to pursue personal goals, including employment if they desire and are able to work; and
- Respite services for families.

Specialized behavioural and mental health services for youth 14 and up and adults with developmental disabilities and mental health problems are provided through the Provincial Assessment Centre.

### **CLBC'S Compensation Philosophy**

The purpose of our Compensation Philosophy is to describe the common principles that guide CLBC's excluded management compensation programs and decisions in recognition of employees' contributions to CLBC's organizational results on behalf of our stakeholders. The Compensation Philosophy creates a framework for consistency and brings transparency to the pay strategy. CLBC's pay and other reward programs support our organizational strategy.

Community Living BC believes that our total compensation program is essential for communicating performance expectations, for aligning efforts to our strategic plan, and for recognizing contributions to the organization's success. Total Compensation includes all cash compensation, benefits and non-cash rewards. All programs will be consistent with government direction.

**Market-driven.** Our programs will be structured to be competitive both in their design and in the total compensation opportunity they offer. Positions are valued based on market, demand, skills and value to the organization. Market comparison groups include public service, public sector, private sector (where applicable), and social services industries in which we compete for talent.



**Performance-based.** Annual pay at the individual employee level will be linked to individual performance and tied to divisional and organization wide results and differentiated as a result of outstanding performance or team contribution. We will seek to create clear expectations for performance, including performance measures and behaviours contributing to outcomes.

**Values-orientated.** The design and administration of our total rewards program will be guided by, and supportive of the CLBC's values and commitments. Our assessments of individual performance will measure results and the extent to which each of us is living the organization's values. Our total rewards program will be applied fairly and consistently, and communicated transparently to employees and the public, while protecting personal information.

**Consistency of Approach.** We will use principles and criteria that allow for the application of consistent judgment in administration. At the same time, guidelines will allow for sufficient flexibility to respond to unique, business-critical attraction and retention needs of CLBC.

**Alignment with Business Strategies.** Our programs will be aligned and support CLBC's short and long term strategies and objectives and appropriately link to our talent strategy.

**Accountability to Stakeholders.** We will ensure financial management of our compensation programs that are in keeping with PSEC guidelines, and will implement programs that are transparent and demonstrate the linkage between organizational success and the value created for our stakeholders.



## Summary Compensation Table

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
Ross Chilton, Chief Executive Officer	\$ 134,423	-	\$ 12,686	\$ 13,241	\$ 1,002	\$ 161,352		
Seonag Macrae, Chief Executive Officer	\$ 32,383	-	\$ 1,067	\$ 3,190	-	\$ 36,640	\$ 212,421	\$ 203,494
Henry (Chai Cheong) Chen, CFO/VP, Finance	\$ 190,806	-	\$ 12,035	\$ 18,794	\$ 1,503	\$ 223,138	\$ 25,287	
Lynn Davies, VP, Regional Operations	\$ 174,822	-	\$ 8,390	\$ 17,220	\$ 1,503	\$ 201,935	\$ 175,899	\$ 172,183
Sara Miller, VP, Corporate Services	\$ 160,017	-	\$ 8,852	\$ 15,762	-	\$ 184,631	\$ 173,512	\$ 170,781
Jack Styan, VP, Strategic Initiatives	\$ 152,743	-	\$ 8,411	\$ 15,045	\$ 1,503	\$ 177,702	\$ 167,272	\$ 160,164

## Summary Other Compensation Table

Name And Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Ross Chilton, Chief Executive Officer	\$ 1,002	-	-	-	-	-	\$ 1,002
Seonag Macrae, Chief Executive Officer	-	-	-	-	-	-	-
Henry (Chai Cheong) Chen, CFO/VP, Finance	\$ 1,503	-	-	-	-	-	\$ 1,503
Lynn Davies, VP, Regional Operations	\$ 1,503	-	-	-	-	-	\$ 1,503
Sara Miller, VP, Corporate Services	-	-	-	-	-	-	-
Jack Styan, VP, Strategic Initiatives	\$ 1,503	-	-	-	-	-	\$ 1,503

## Notes

Ross Chilton, Chief Executive Officer	<b>General Note:</b> Employee was hired effective August 12, 2019 <b>Other Note:</b> "Other" compensation includes parking expenses
Seonag Macrae, Chief Executive Officer	<b>General Note:</b> Employee retired effective June 1, 2019
Henry (Chai Cheong) Chen, CFO/VP, Finance	<b>Other Note:</b> "Other" Compensation includes parking expenses
Lynn Davies, VP, Regional Operations	<b>General Note:</b> Employee received a 5% performance based salary increase for 2019/2020. Employee was temporarily assigned to the role of CEO effective 2019/04/01 to 2019/08/09. The actual base salary amount includes the acting pay for this period. <b>Other Note:</b> "Other" compensation includes parking expenses.
Sara Miller, VP, Corporate Services	<b>General Note:</b> Employee received a 5% performance based salary increase for 2019/2020.
Jack Styan, VP, Strategic Initiatives	<b>General Note:</b> Employee received a 5% performance based salary increase for 2019/2020. <b>Other Note:</b> "Other" compensation includes parking expenses.