



June 6th, 2024

John Davison
President & CEO
PSEC Secretariat
Suite 210 – 880 Douglas Street
Victoria, BC V8W 2B7

Dear Mr. Davison,

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, appearing to read "Michael J. Prince", is written over the printed name and title.

Michael J. Prince
Chair, CLBC Board of Directors

Encl.



**COMMUNITY LIVING BRITISH COLUMBIA
EXECUTIVE COMPENSATION REPORTING
For the fiscal year ending March 31, 2024**

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, 2024, this included:

- 24,653 adults who have a developmental disability; and
- 3,350 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;
- Home supports that include supported or shared living and staffed (group) homes;
- Community inclusion to assist people to pursue personal goals, including employment if they desire and are able to work; and
- Flexible individual and family wellness supports.

CLBC'S Compensation Philosophy

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

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

- **Performance-based.** CLBC's compensation programs support and promote a performance-based organizational culture. Annual increases will be linked to employee performance and tied to divisional and organization wide results. Outstanding employee performance or team contribution may be differentiated and compensated.
- **Differentiation.** Differentiation of salary will be supported when clear differences exist in the scope and responsibility of jobs, employee experience, and expertise. Differentiation of salary will be permitted to assist CLBC's ability to recruit or to compensate employee contributions.
- **Accountability.** We will ensure financial management of our compensation programs that are aligned with PSEC guidelines. We will implement programs that are transparent and demonstrate the linkage between organizational success and the value created for the people CLBC serves and our community partners.
- **Transparency.** CLBC's compensation programs are designed, administered, and communicated in a manner that provides clarity, fairness and consistency, while protecting employee personal information.
- **Market-driven.** Our compensation programs will be structured to be competitive. Positions are valued based on market, demand, skills, and contributions to the organizational goals. Market comparison groups include:
 - BC public sector organizations including BC crown corporations, healthcare, and other government organizations where there is evidence of direct competition for the same talent.
 - BC Public Service
 - Private sector (where applicable) and community services in which we compete for talent.

We offer fair compensation packages that are aligned with market expectations of annual compensation for each role targeting the market median (**50th percentile**) of comparable organizations.

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

Internally Equitable. We will provide consistent pay guidelines to ensure that similar jobs are paid at similar levels across the organization. We will allow for flexibility to segment and recognize specialized capabilities and skills, talent supply and heightened demand.

Rewards Mix: Our compensation programs will provide an appropriate balance between cash and non-cash elements to enable competitiveness, along with career development opportunities, work-life balance, and flexibility.

Summary Compensation Table

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2023/2024 Total Compensation	Previous Two Years Totals Total Compensation	
							2022/2023	2021/2022
Ross Chilton, CEO	\$ 257,412	-	\$ 14,732	\$ 25,355	\$ 13,365	\$ 310,864	\$ 255,748	\$ 250,270
Henry (Chai Cheong) Chen, VP Finance & CFO	\$ 249,597	-	\$ 12,959	\$ 24,585	\$ 1,503	\$ 288,644	\$ 225,794	\$ 227,502
Joanne Mills, VP, Quality Services and Indigenous Relations	\$ 237,152	-	\$ 12,558	\$ 23,360	-	\$ 273,070		
Randall Schmidt, VP, Governance and Communications	\$ 233,695	-	\$ 15,790	\$ 23,019	\$ 1,378	\$ 273,882		
John Stinson, VP, Service Delivery and Innovation	\$ 250,397	-	\$ 11,901	\$ 24,664	-	\$ 286,962	\$ 221,485	\$ 221,737

Summary Other Compensation Table

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Ross Chilton, CEO	\$ 13,365	-	-	-	\$ 11,862	-	\$ 1,503
Henry (Chai Cheong) Chen, VP Finance & CFO	\$ 1,503	-	-	-	-	-	\$ 1,503
Joanne Mills, VP, Quality Services and Indigenous Relations	-	-	-	-	-	-	-
Randall Schmidt, VP, Governance and Communications	\$ 1,378	-	-	-	-	-	\$ 1,378
John Stinson, VP, Service Delivery and Innovation	-	-	-	-	-	-	-

Notes

Ross Chilton, CEO	<p>General Note: All performance-based increases were postponed until after collective agreement ratification, resulting in retroactive processing of executive increases for the 2021-2022 and 2022-2023 performance years. Ross Chilton's total compensation includes the following: - 4% performance-based salary increase effective April 1, 2022, for the 2021-2022 performance year. - 6.75% performance-based salary increase effective April 1, 2023, for the 2022-2023 performance year. - Additionally, a Minister approved performance-based increase of 5% effective April 1, 2023 - Monthly vehicle allowance increase from \$580 to \$1,000 effective April 1, 2023, in alignment with government policy.</p> <p>Other Note: Parking expenses, which are taxable, are included under 'other benefits'.</p>
Henry (Chai Cheong) Chen, VP Finance & CFO	<p>General Note: All performance-based increases were postponed until after collective agreement ratification, resulting in retroactive processing of executive increases for the 2021-2022 and 2022-2023 performance years. These performance-based increases included an equity adjustment and were within the salary increase policy as approved by government. Henry Chen's total compensation includes the following: • 10% performance-based salary increase effective April 1, 2022, for the 2021-2022 performance year. • 8.36% performance-based salary increase effective April 1, 2023, for the 2022-2023 performance year.</p> <p>Other Note: Parking expenses, which are taxable, are included under 'other benefits'.</p>
Joanne Mills, VP, Quality Services and Indigenous Relations	<p>General Note: All performance-based increases were postponed until after collective agreement ratification, resulting in retroactive processing of executive increases for the 2021-2022 and 2022-2023 performance years. In addition, total compensation includes the following: - Salary increase upon promotion to the VP, Quality Services and & Indigenous Relations on November 1, 2022; - Acting pay for CEO position: August 28 – September 8, 2023.</p>
Randall Schmidt, VP, Governance and Communications	<p>General Note: All performance-based increases were postponed until after collective agreement ratification, resulting in retroactive processing of executive increases for the 2021-2022 and 2022-2023 performance years. In addition, total compensation includes the following: - Salary increase upon promotion to the VP, Governance and Communications on November 1, 2022.</p> <p>Other Note: Parking expenses, which are taxable, are included under 'other benefits'.</p>
John Stinson, VP, Service Delivery and Innovation	<p>General Note: All performance-based increases were postponed until after collective agreement ratification, resulting in retroactive processing of executive increases for the 2021-2022 and 2022-2023 performance years. These performance-based increases included an equity adjustment and were within the salary increase policy as approved by government. John Stinson's total compensation includes the following: - 10% performance-based salary increase effective April 1, 2022, for the 2021-2022 performance year. - 10% performance-based salary increase effective April 1, 2023, for the 2022-2023 performance year. - Acting pay for CEO position: July 26 - August 9 and December 20 - December 29, 2023, and February 23 - March 1, 2024.</p>