



May 21, 2021

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 that reads "Michael J. Prince".

Michael J. Prince
Chair, CLBC Board of Directors

Encl.



**COMMUNITY LIVING BRITISH COLUMBIA
EXECUTIVE COMPENSATION REPORTING
For the fiscal year ending March 31, 2021**

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, 2021, this included:

- 22,010 adults who have a developmental disability; and
- 2,510 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 aged 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.

Effective August 31, 2020, Executive-level employees will be exempt from any compensation increases or adjustment for the 2020/21 performance year in accordance with direction from the Minister of Finance as a result of challenges presented by the COVID-19 pandemic.

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.

Community Living BC

Summary Compensation Table at 2021

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2020/2021 Total Compensation	Previous Two Years Totals Total Compensation	
							2019/2020	2018/2019
Ross Chilton, Chief Executive Officer	\$ 212,758	-	\$ 12,507	\$ 20,957	\$ 751	\$ 246,973	\$ 161,352	
Henry (Chai Cheong) Chen, CFO/VP, Finance	\$ 194,316	-	\$ 10,254	\$ 19,140	\$ 1,503	\$ 225,213	\$ 223,138	\$ 25,287
Lynn Davies, VP, Regional Operations	\$ 135,855	-	\$ 6,304	\$ 13,382	\$ 18,445	\$ 173,986	\$ 201,935	\$ 175,899
Sara Miller, VP, Corporate Services	\$ 164,187	-	\$ 9,846	\$ 16,172	\$ 404	\$ 190,609	\$ 184,631	\$ 173,512
John Stinson, VP, Regional Operations	\$ 151,953	-	\$ 13,278	\$ 14,985	\$ 1,252	\$ 181,468		
Jack Styan, VP, Strategic Initiatives	\$ 156,725	-	\$ 9,692	\$ 15,437	\$ 1,503	\$ 183,357	\$ 177,702	\$ 167,272

Summary Other Compensation Table at 2021

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Ross Chilton, Chief Executive Officer	\$ 751	-	-	-	-	-	\$ 751
Henry (Chai Cheong) Chen, CFO/VP, Finance	\$ 1,503	-	-	-	-	-	\$ 1,503
Lynn Davies, VP, Regional Operations	\$ 18,445	-	\$ 17,694	-	-	-	\$ 751
Sara Miller, VP, Corporate Services	\$ 404	-	\$ 404	-	-	-	-
John Stinson, VP, Regional Operations	\$ 1,252	-	-	-	-	-	\$ 1,252
Jack Styan, VP, Strategic Initiatives	\$ 1,503	-	-	-	-	-	\$ 1,503

Notes

Ross Chilton, Chief Executive Officer	General Note: This is Ross Chilton's first full year of disclosure in the Chief Executive Officer position. Effective 2020/08/12, employee received a 2% performance based salary increase for the performance year 2019-2020. As the executive freeze was implemented on August 31, 2020, executives will forgo standard performance based increases for the 2020/21 performance year. Other Note: "Other" compensation includes parking expenses.
Henry (Chai Cheong) Chen, CFO/VP, Finance	General Note: Effective 2020/02/19, employee received a 2% performance based salary increase for the performance year 2019-2020. As the executive freeze was implemented on August 31, 2020, executives will forgo standard performance based increases for the 2020/21 performance year. Other Note: "Other" compensation includes parking expenses.
Lynn Davies, VP, Regional Operations	General Note: Effective 2020/04/01, employee received a 3% performance based salary increase to their base position for the performance year 2019-2020. Employee was temporarily assigned to the role of Chief Operations Officer effective 2020/05/01 to 2020/09/30. The actual base salary amount includes the acting pay (\$80,968.83) for this period. Employee retired effective 2021/01/01. Other Note: "Other" compensation includes parking expenses.
Sara Miller, VP, Corporate Services	General Note: Effective 2020/04/01, employee received a 3% performance-based salary increase for the performance year 2019/2020. As the executive freeze was implemented on August 31, 2020, executives will forgo standard performance based increases for the 2020/21 performance year.
John Stinson, VP, Regional Operations	General Note: Employee started with CLBC on June 15, 2020. As the executive freeze was implemented on August 31, 2020, executives will forgo standard performance based increases for the 2020/21 performance year. Other Note: "Other" compensation includes parking expenses.
Jack Styan, VP, Strategic Initiatives	General Note: Effective 2020/04/01, employee received a 3% performance based salary increase for the performance year 2019-2020. As the executive freeze was implemented on August 31, 2020, executives will forgo standard performance based increases for the 2020/21 performance year. Other Note: "Other" compensation includes parking expenses.