



June 6, 2012

Public Sector Employers' Council Secretariat
2nd Floor, Suite 210
P.O. Box 9400, Stn Prov Govt
Victoria, B.C. V8W 9V1

To Whom It May Concern:

**RE: Public Sector Employers Act – Section 14.8(3) Public Sector
Executive Compensation Reporting Form**

Please accept this letter as KinVillage Association's Statement of Executive Compensation for the fiscal year 2011/2012. This report is provided in compliance with the Section 14.8(3) of the Public Sector Employers Act and in the form and manner as established by the Public Sector Employers' Council (PSEC) per the Public Sector Executive Compensation Reporting Guidelines.

The report that follows is in two parts. Part One is the Summary Compensation Table for KinVillage. Part Two is a narrative discussion of our compensation principles, policies and practices.

If you have any questions or require clarification, please contact me at 604.943.0155 ext. 223.

Sincerely,

A handwritten signature in blue ink that reads "Donna Ellis". The signature is written in a cursive, flowing style.

Donna Ellis
CEO

cc: Fern Hubbard, Board Chair, KinVillage
Pamaljit Gill, HEABC



West Court, 5410 10th Ave. Delta, B.C. V4M 3X8
Telephone: 604.943-0155
www.kinvillage.org

May 24, 2012

Mr. Paul Straszak
President and CEO, Public Sector Employers' Council
c/o 2nd Floor, Suite 210
P.O. Box 9400, Stn Prov Govt
Victoria, B.C. V8W 9V1

Dear Mr. Straszak:

I am writing to attest that the Board of KinVillage Association is aware of the executive compensation the Association paid in 2011/12, specifically the salary and benefits provided to its CEO, Donna Ellis. I also verify that this compensation was provided consistent with the HEABC Compensation Reference Plan.

I trust this is the information that you require from our Board. However, should anything else be needed, please feel free to contact me at fhubbard@telus.net.

Sincerely,

Fern Hubbard
Chair, Board of Directors, KinVillage Association



**KinVillage Statement of Executive Compensation
2011/2012**

<i>Name and Principal Position (a)</i>	<i>Salary (b)</i>	<i>Bonus and or Incentive Plan Comp Paid (c)</i>	<i>Benefits (d)</i>	<i>Pension (e)</i>	<i>All Other Comp (f)</i>	<i>Total Comp For Fiscal 11/12 (g)</i>	<i>Previous 2 Years Total Comp (h)</i>	
Donna Ellis Chief Executive Officer	\$128,500	0	\$14,288	\$11,285	0	\$154,073	2010/11	\$155,304
							2009/10	\$7,736
Kathleen Chu Director of Finance	\$34,191	0	\$7,088	\$2,944	Severance: \$92,953 Vacation: \$10,517	\$147,693	2010/11	\$95,698
							2009/10	\$96,159
(c) KinVillage has no bonus and or incentive payment plan. (d) Includes only Employer contributions/payments/premiums provided for EI, CPP, WCB, Extended H&D, MSP, Group Life, AD&D, LTD. (e) Pension plan is the MPP. Only employer contribution to MPP is reported. (f) Severance and vacation paid upon termination.								

PART TWO

Compensation Discussion and Analysis

KinVillage is a member employer of the Health Employers Association of BC and is governed by the HEABC Compensation Reference Plan. This plan has been developed pursuant to the statutory requirements of the Public Sector Employers Act and is applied across the employer members of HEABC for non-union, management and executive roles within health care.

Compensation Principles

- Jobs not covered by collective agreements will be compensated in a fair and equitable manner.
- Levels of compensation will be valid and defensible to full disclosure, thus ensuring accountability to the public. Levels shall reflect those in an appropriate composite market.
- Compensation policies and practices include the total compensation for services through both traditional employer compensation policies and special employment contract relationships.
- To ensure equity, appropriate systems will measure and recognize the composite value of the skill, effort, responsibility and working conditions involved in performing the duties of jobs across the health care sector.

Compensation Policy Objectives

Consistent with the above principles, healthcare's non-contract compensation program has the following policy objectives:

- a. Health care's non-contract compensation plan would address the expectations of trustees, employers, employees and the government.
- b. A defensible compensation system responds to broad equity issues. The compensation system recognizes the responsibility of the health care sector to establish compensation levels that acknowledge fairness and the public's ability to pay.
- c. Compensation levels are at a level so that health care employers can attract, motivate, and retain qualified individuals. Fundamental to this statement is the fact that health care compensation practices cannot lead the market. This ensures that taxpayers receive the maximum benefits from qualified individuals occupying jobs within the health care sector.

- d. Compensation levels must be competitive to control unnecessary levels of turnover.
- e. Compensation levels will be based on an analysis of internal and external compensation comparison would consider the type and range of organizations from which health care employers must recruit and retain highly qualified individuals.
- f. Internal equity requires that compensation be relative to the worth of jobs as measured by a composite value of skill, effort, responsibility and working conditions. External equity requires that compensation be relative to an acceptable composite market.
- g. Compensation should reinforce and reward performance. Employers shall establish meaningful performance standards.
- h. Compensation policies should comply with the intent and requirements of legal obligations that are non-discriminatory in nature.
- i. Compensation policies and programs must be designed to be efficiently administered. Compensation ranges will group jobs of similar value, and common impact and magnitude.

Compensation Surveys

The compensation reference plan shall be reflective of a representative market that shall be composed of an appropriate mix of employers from which health care must attract and retain qualified individuals.

HEABC is responsible for conducting an annual cash compensation survey to ensure appropriate internal and external equity are maintained.

Job market matches shall be appropriate to the type of position: local for administrative support positions; and provincial or national for managerial positions.

The comparison of compensation shall be to relevant external labour markets.

The external markets shall reflect the types of organizations from which health care employers must attract and retain individuals. This will include both the public and private sector. Compensation information will be collected on the basis of job content, not job title.

HEABC will conduct a total compensation survey on a minimum of a three-year, or as-needed cycle. Included in the survey will be: salaries, other cash and incentives; perquisites; holidays; vacations and other paid time off work; group benefits; retirement or savings benefits; and standard hours of work.



Compensation Reference Ranges

HEABC is responsible for providing health care employers with salary reference ranges. The reference salary ranges will be based on the 50th percentile of the blended healthcare and external market pay policy lines. The salary reference ranges will include provisions for an adequate range and spread of salary rates to reflect developmental, job standard, and above standard rates.

Employers are responsible for establishing salary ranges that conform to the reference salary ranges. Employers' salary ranges will be deemed to conform to the compensation reference ranges if the organization's overall comparison ratio is within 0.90 and 1.10 of the appropriate market reference rates.

The comparison ratio calculation is the total of the organization's actual salaries divided by the total of the appropriate market reference rates. Employers are responsible for administering salaries within the reference salary ranges.

Circumstances may require employers to establish job rates that exceed the recommended market reference rates. These circumstances typically are the result of supply and demand factors, or unusual or emergent conditions within the organization. Employers, in consultation with HEABC, may establish job rates that exceed the recommended reference rates. The organization's overall comparison ratio should not exceed the recommended target.

Circumstances may require employers to extend geographic cost of living considerations in determining the final salaries of executive and non-contract employees. Employers may include a geographic cost of living component provided the organization's overall comparison ratio does not exceed the recommended range.

Circumstances may require employers to address compression or inversion issues between non-contract staff and directly supervised bargaining unit employees. A premium differential of up to 15 percent may be established where there is a functional supervisory role, with responsibility and accountability for outcomes. This premium differential does not form part of the comparison ratio calculation.

Organization Information Plan

The Organization Information Plan provides a means of grouping organizations with similar characteristics for the purpose of comparing the pay practices of these groupings to a relevant external market. The grouping of organizations is determined by assessing certain characteristics that are inherent in all health care organizations.

HEABC is responsible for providing healthcare employers with a copy of the Organizational Information Questionnaire (OIQ), instructions on how it is used, and consulting assistance in order to complete and accurately collect the required information.

The health care employer is responsible for completing the questionnaire.

The health care employers' board is responsible for approving the completed OIQ and returning the questionnaire to HEABC.

HEABC is responsible for reviewing all completed questionnaires for consistency in application and informing the healthcare employer of the final assessment.

The Organizational Information Questionnaire collects factual information on health care organizations.

Role Assessment Plan

The Role Assessment Plan provides a means of establishing an equitable hierarchy of jobs/roles within an organization, as well as a comparison of jobs/roles across the health care sector. The hierarchy of jobs/roles is determined by assessing the skill, effort, responsibility, and working conditions inherent in all jobs/roles in healthcare.

HEABC is responsible for providing healthcare employers with copies of the Role Assessment Plan, the associated Questionnaire, and consulting advice on the application of the system. HEABC is responsible for educating healthcare employers on the use of the plan and providing consulting advice and assistance as required.

Health care employers are responsible for ensuring that non-contract employees complete the questionnaire and having their respective managers approve the questionnaire to ensure the information accurately reflects job content and requirements. The head of the healthcare employer, or designate, completes a final approval of the questionnaire.

HEABC is responsible for working with healthcare employers to ensure the consistent application of the plan through periodic reviews. HEABC is responsible to work with the healthcare employers to resolve any disputes on the application of the plan.

Application of the Compensation Reference Plan

For the NEO reported in the Summary Compensation Table of this disclosure, KinVillage has applied the Compensation Reference Plan, working with HEABC as necessary. The base salary and total compensation provided to each NEO is consistent with the principles and policy objectives stated above, as mandated by the Public Sector Employers' Council in accordance with the Public Sector Employers Act.

Newly hired employees are placed on the appropriate salary range and at the appropriate range placement in accordance with their previous experience, competencies and current labour market conditions. Movement along the salary range is considered annually. Range movement is dependent on competency development and performance in the role as assessed by the employee and their manager (or in the case of the CEO, by the Board of Directors). The common annual review date for performance, development and salary is April 1st.

Benefits

KinVillage's executive benefit package includes MSP premiums, long-term disability, short-term illness, sick leave, life insurance (5x's annual base salary), accidental death and dismemberment, extended health plan (including vision care), dental plan, and enrolment in the Municipal Pension Plan. Our benefit package is comparable with other health sector employers in British Columbia.

Perquisites

No KinVillage executive perquisites are provided for the CEO.

Annual Leave

Annual leave is based on years of employment with KinVillage subject to negotiation and consideration of prior years' work experience upon joining KinVillage. Executives are eligible for a minimum of four weeks annual vacation, with an additional day of vacation each year after 5 years employment with KinVillage. Our annual leave provisions are similar to other health sector employers in British Columbia, and are competitive. Annual leaves are included in the base salary component of the Summary Compensation Table.