

MONITORING REPORT - POLICY EL7

To: Thunder Bay Counselling Centre Board of Directors

From: Nancy Chamberlain, Executive Director

Prepared by: Allane Danchuk, Director of Business & Finance

RE: Policy Type: Executive Limitations
Policy Title: Compensation and Benefits

DATE: October 19, 2020

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Director cannot cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Executive Director cannot:

1. Change the Executive Director's own compensation and benefits as established by the Board, or accumulate lieu time that would be compensated for either in time-off or pay.

Met Expectation

The Executive Director's employment agreement was renewed in April 2019. The agreement is in effect for a two (2) year period, from January 1, 2019 to December 31, 2020, or until such time it is renewed which could be up to six months following the expiration date, subject to earlier termination as set out in the agreement. The agreement specifies compensation, benefits and expectations related to accumulated lieu time and the Executive Director is in compliance with the agreement.

The Board has approved a Task Group to review the Executive Director's performance and employment agreement prior to December 31, 2020.

2. Promise or imply guaranteed employment.

Met Expectation

All employees, including full time, part time or on contract, have a letter of employment which outlines their conditions of employment. All letters contain clauses related to termination for cause, termination with notice and resignation.

3. Established current compensation and benefits which:

- 3.1. Deviate materially from the geographic or professional market for the skills employed.
- 3.2. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.

Met Expectation

Efforts are made on a regular basis to be aware of salary grids for similar positions in both the geographic and professional markets. The plan to increase all salary grids by 1% for cost of living is being implemented, retroactive to April 1, 2020. The 2020-21 budget takes into consideration this increase in cost and is in compliance with Ontario's *Protecting a Sustainable Public Sector for Future Generations Act, 2019, S.O. 2019, c. 12.*

- 4. Establish deferred or long term compensation and benefits which:
 - 4.1. Cause unfunded liabilities to occur or in any way commit the organization to benefits which incur unpredictable future costs.
 - 4.2. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity in key employees are not prohibited.
 - 4.3. Allow any employee to lose benefits already accrued from any foregoing plan.
 - 4.4. Treat the Executive Director differently from other comparable key employees.
 - 4.5. Be instituted without prior monitoring of these provisions.

Met Expectation

The cost of the group benefit plan is incorporated into the 2020-21 budget. The annual costs of the plan can fluctuate based on utilization by employees of benefits in the year prior. Employees who work twenty hours or more per week are eligible for application to the plan. Employees on contract are not eligible for the plan but receive 6% of gross earnings in lieu of benefits. Benefits are the same for all employees with the exception of management level positions who receive an additional 2% organizational contribution to the group RRSP. Employees have lost no benefit in the past year and there is no consideration being given at this time to any changes in the upcoming year. The Executive Director's benefits are outlined in the employment agreement and are equitable with management level positions.

I certify this report to be a true account of information as of this date.

Signature: 

Date: October 2020