

## MONITORING REPORT - POLICY EL5

To: Thunder Bay Counselling Board of Directors

From: Nancy A. Chamberlain

Re: Policy Type: Executive Limitations  
Policy Title: Emergency Executive Succession

Date: May 17, 2021

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In order to protect the Board from sudden loss of chief executive services, the Executive Director may not have fewer than one other person familiar with Board and chief executive issues and processes.

I interpret this to mean that should the Executive Director suddenly be unavailable to the agency, all board activity and agency programs and services would continue to function in a successful manner on a temporary basis. People appointed to provide emergency executive succession services need to be familiar with all agency issues and processes.

Compliance with this policy is heightened given our current pandemic experience. In accordance with this policy, I have insured that in the case of an emergency, the Director of Business and Finance, Allane Danchuk, is able to assume all of the responsibilities of the Executive Director. In addition, our leadership team is comprised of knowledgeable program managers and supervisors with specific areas of responsibility. All have a working knowledge of all agency policies and procedures as well as Program Standards and Guidelines.

The following will provide guidance in the event of an emergency:

1. If the Executive Director was suddenly unable to fulfil the responsibilities of the position, the Director of Business and Finance (DBF) would immediately advise the Chair of the Board.
2. The Director of Business and Finance, in consultation with the Board Chair, will develop a short-term plan that includes formally assigning the responsibilities of the Executive Director to the Director of Business and Finance and have this plan approved by the Board of Directors.
3. The Director of Business and Finance is familiar with and able to assume the responsibilities of the Executive Director in the Executive Director's absence. The DBF has access to all board minutes, reports, correspondence and official documents as well as organizational plans for operations, risk and risk mitigation strategies and business continuity.
4. The agency is stable, well managed and able to operate independent of an Executive Director for a brief period. There are no outstanding Human Resource or legal issues. The requirements of the Executive Limitation policies have been met as reported to the Board.
5. Financial details are available through the Director of Business and Finance. The Annual Budget for 2021/20222 is in progress and is anticipated to be approved in the May board meeting. Approved signing officers are in place and the banking resolution provides for business continuity in the sudden absence of the Executive Director.
6. The agency's filing system is current, well organized and in most cases, electronic. All agency policies and procedures are readily accessible electronically to all staff. Correspondence for the previous and current year is easily accessible. Our computer system is backed up electronically off

site and can be reconstructed as needed. The Director of Business and Finance has full access and authority to all information accessible to the Executive Director including personnel and fiscal information.

7. Managers of specific program and service areas are responsible for the successful operation of programs within established standards and guidelines and to comply with Service Agreements that pertain to their programs including adherence to reporting periods.
8. The DBF will be able to continue the maintenance of the pandemic plan.

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

Signature:

A handwritten signature in blue ink, appearing to read 'Nancy Chamberlain', with a long horizontal flourish extending to the right.

Nancy Chamberlain  
Executive Director