

## MONITORING REPORT - POLICY EL1

TO: Thunder Bay Counselling Board of Directors

FROM: Nancy Chamberlain

RE: Policy Type: Executive Limitations  
Policy Title: General Executive Constraint

DATE: April 2022

The Executive Director shall not cause any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics and applicable laws.

### Intrepretation

Compliance of this policy would mean that operational practices are legal, prudent and follow commonly accepted business practices within an ethical framework.

- Illegal – against the law
- Imprudent – lacking discretion, wisdom or good judgement
- In violation of commonly accepted
  - Business and risk management principles
  - Professional ethics and standards of practice

### Met expectations

I continue to meet the expectations of this policy as we have adapted our programs and services to include virtual and in person care in response to COVID – 19 and evolving legislation and public health guidelines. Operational practices are strategically planned and take best practice and evidence informed approaches into consideration. All programs and services are guided by program standards and guidelines in a systematic and planned manner and where necessary, these have been revised as part of our pandemic planning.

Programs and services offered through service agreements identify the overruling legislation related to the service to be provided. Our policies and practices are in compliance with all appropriate legislation. We have mechanisms in place to identify pending changes in legislation and seek consultation as needed through professional bodies familiar with legal requirements. Internal policies and procedures link to relevant legislation and staff receive orientation and training to comply with legal requirements.

A pertinent list of laws that apply to the agency includes:

Accessibility for Ontarians with Disabilities Act (2005)  
Broader Public Sector Accountability Act (2010)  
Canada Pension Plan (1985)  
Child, Youth and Family Services Act (2017)  
City of Thunder Bay Corporate By-Laws  
Collection and Debt Settlement Services Act (1990)  
Commercial Tenancies Act (1990)

Commitment to the Future of Medicare Act (2004)  
Corporations Act (1990)  
Emergency Management & Civil Protection Act (1990)  
Employment Insurance Act (1996)  
Employment Standards Act (2000)  
Excellent Care for All Act (2010)  
Excise Tax Act (1985) - HST  
Freedom of Information and Protection of Privacy Act (1990)  
French Language Services Act (1990)  
Highway Traffic Act (1990)  
Income Tax Act (1985) - registered charities  
Local Health System Integration Act (2006)  
Occupational Health and Safety Act (1990)  
Ontario Human Rights Code (1990)  
Pay Equity Act (1990)  
Personal Health Information Protection Act (2004)  
Protecting a Sustainable Public Sector for Future Generations Act – Bill 124 (2019)  
Psychotherapy Act (2007)  
Regulated Health Professions Act (1991)  
Social Work and Social Service Work Act (1998)  
The Reopening Ontario Act (2020)  
Working for Workers Act – Bill 27 (2021)  
Workplace Safety and Insurance Act (1997)

Through our accreditation with the Canadian Centre for Accreditation there are organizational standards for business practices and professional conduct. Compliance with these standards demonstrates compliance with this policy. We have met all organizational standards through our successful accreditation in May 2019 and subsequent maintenance reporting requirements.

We have no outstanding claims, lawsuits or grievances against the organization.

Our financial audit includes the assessment of accounting principles used and evaluates the overall financial planning and condition of the agency as it pertains to legislation.

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

Signature: 

Date: April 2022