

MONITORING REPORT - POLICY EL7

To: Thunder Bay Counselling Centre Board of Directors

From: Nancy Chamberlain, CEO

Prepared by: Allane Danchuk, Director of Business & Finance

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

DATE: November 2022

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

Accordingly, the CEO cannot:

1. Change the CEO'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 CEO's employment agreement was renewed in January 2021. The agreement is in effect for a two (2) year period, from January 1, 2021 to December 31, 2022, 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. The Board of Directors also issued a memorandum to the CEO in March 28, 2022, increasing the salary, retroactive to April 1, 2020. The CEO and the organization are in compliance with the employment agreement and the subsequent memorandum as it relates to the CEO's compensation, benefits and lieu time.

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.

Met Expectation

Efforts are ongoing to be aware of salary grids for similar positions in both the geographic and professional markets. Ontario's *Protecting a Sustainable Public Sector for Future Generations Act, 2019, S.O. 2019, c. 12*, has posed restrictions on our ability to adjust wages, even where it has been identified increases are needed to be in

compliance with this policy. Thunder Bay Counselling's moderation period under the Act will end on April 30, 2023. As a result, we are now able to review salary grids relative to the geographic and professional markets, begin establishing a plan, and incorporate a plan into our 2023-24 operating budget.

- 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

The 2022-23 operating budget realistically forecasts compensation costs.

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 CEO 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 2022-23 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 benefits in the past year and there is no consideration being given at this time to any changes in the upcoming year. The CEO'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: November 2022