

## EXECUTIVE EMPLOYMENT AGREEMENT

THIS AGREEMENT is made effective as of the 20th day of May, 2014.

BETWEEN:

**CENTRAL COMMUNITY CARE ACCESS CENTRE**  
(the "Employer")

-and-

●Jo-anne Marr, an individual residing in the Province of Ontario  
(the "Executive")

**WHEREAS** the Employer wishes to employ the Executive and the Executive wishes to be employed by the Employer and in connection therewith, the Employer and the Executive wish to enter into this Agreement which contains the agreed upon terms and conditions of employment for their mutual benefit;

**AND WHEREAS** the Executive understands the importance of promoting public transparency concerning the operations of the Employer and details surrounding the terms and conditions of the Executive's employment;

**NOW THEREFORE** in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby covenant and agree as follows:

### ARTICLE 1 DEFINITIONS

1.1 In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following terms shall have the following meanings:

"**Agreement**" means this Executive Employment Agreement and all schedules attached to this Agreement, in each case as they may be amended or supplemented from time to time, and the expressions "hereof", "herein", "hereto", "hereunder" and similar expressions refer to this Agreement;

"**Base Salary**" shall have the meaning set forth in Article 4.1 of this Agreement;

"**Board**" means the board of directors of the Employer;

"**Business**" means the business and operations of the Employer;

"**Employment Period**" shall have the meaning set forth in Article 3.1 of this Agreement;

"**Just Cause**" includes without limitation:

- (a) the failure of the Executive to properly carry out the Executive's duties and responsibilities or to adhere to the policies of the Employer;

- (b) Theft, fraud, dishonesty, misconduct, or gross negligence by the Executive involving the property, business or affairs of the Employer or its Affiliates or the carrying out of the Executive's duties, including, without limitation, any breach by the Executive of the covenants contained in Articles 2.2, 2.3, 2.5 and Article 7;
- (c) The Executive's breach of fiduciary duties owed to the Employer;
- (d) The Executive's refusal to follow a lawful written direction of the Board; or
- (e) Any circumstances whatsoever that would be determined to be Just Cause by an Ontario Court

"**Person**" includes an individual, a trust, a partnership, limited partnership, syndicate, sole proprietorship, a corporation, a corporation without share capital, a Joint venture, a co-venture, a body corporate or politic, a bank, a trust company, government, political subdivision, governmental agency, board or authority, an association and any other form of incorporated or unincorporated organization or entity, a supplier, vendor or client of the Employer.

"**Termination Date**" shall have the meaning set forth in Article 5.3 of this Agreement.

"**Total Compensation**" means Base Salary stipulated in Article 4.1.

## **ARTICLE 2 APPOINTMENT AND DUTIES OF EMPLOYMENT**

- 2.1 Position. The Employer agrees to employ the Executive, and the Executive agrees to serve the Employer, in the position of Chief Executive Officer.
- 2.2 Duties. The Executive shall discharge and carry out the usual duties and functions and exercise such powers as are incidental to the position of Chief Executive Officer. The Executive acknowledges and agrees that the Employer may, from time to time, assign the Executive to perform such other incidental duties and functions that are consistent with the Executive's skill and experience and that are commensurate with the Executive's position. The Executive's role and expectations will be reviewed on a regular basis and is subject to amendment by the Board. Such review will occur on an annual basis at minimum.
- 2.3 The executive is accountable to the Board for the overall leadership and management of the Employer and the management, funding, delivery and coordination of such community health care or other services that the Employer is from time to time given responsibility to deliver, in accordance with: the mission, policies, standards and objectives established by the Board.
- 2.4 Within the authority delegated or otherwise assigned to the Employer from time to time the Executive will be responsible for the matters more particularly described in Schedule "A", attached hereto and forming part of this Agreement.
- 2.5 Commitment. During the Employment Period, the Executive agrees that she will faithfully, honestly and diligently serve and endeavor to further the interests of the Employer. The Executive shall devote her full time and attention to the business of the

Employer to perform those duties contemplated by this Article 2. As a member of the senior management of the Employer, the Executive covenants and agrees to do, and shall do, all that a reasonable and prudent businessperson would reasonably be expected to do in comparable circumstances to ensure that the business of the Employer is properly conducted in accordance with sound business practices. The Executive will not directly or indirectly enter into any engagement to render services to any other Person while employed by the Employer without the prior written consent of the Board chair.

2.6 Travel. The Executive agrees to reasonable travel in all areas in connection with the business of the Employer and the performance of the Executive's duties under this Agreement.

2.7 Personal and Volunteer Activities. The Executive recognizes that her primary business obligation is to the employer and agrees not to permit the pursuit of other interests to intrude upon the fulfillment or otherwise hinder or impair, the efficient, proper and timely performance and discharge by the Executive of her duties and obligations under this Agreement.

### ARTICLE 3 TERM OF EMPLOYMENT

3.1 Term. For purposes of this Agreement, the Executive's term of employment with the Employer commenced on **August 5, 2014** and shall continue for an indefinite period, unless terminated in accordance with Article 5.

### ARTICLE 4 COMPENSATION AND BENEFITS

4.1 Base Remuneration The Executive shall be paid an annual base salary (the "**Base Salary**") effective **August 5, 2014**, by the Employer in the gross amount of **\$261,000** per annum. The Board Chair shall review such Base Salary with the Executive annually commencing **April 1, 2015** provided that the Board Chair shall be under no obligation to increase the Base Salary at the time of any review.

4.2 Performance Plan. Effective April 1, 2015 for the 2014/15 fiscal year, and annually thereafter, the Executive may be eligible to receive an annual discretionary Pay for Performance Plan payment with respect to each fiscal year during which the Executive is employed with the Employer, for achievement of objectives mutually determined by the Executive and the Board each fiscal year. The payment (if any), will be paid within sixty (60) days after the disclosure of the financial results of the preceding fiscal year.

4.3 Vacation and Holidays. The Executive shall be entitled to six (6) weeks' vacation in each full year of continuous service, prorated for partial years of service, to be taken in accordance with the Employer's vacation policy as modified from time to time by the Board. The Executive shall receive the same personal days, statutory and similar holidays provided to other full-time non-union staff of the Employer. The scheduling of leave under this clause shall be subject to operational requirements and the Chair's consent.

- 4.4 Pension, Group Benefits and Sick Leave. The Executive shall be covered by the pension and group benefit plans applicable to full-time non-union staff of the Employer as amended from time to time. The Executive shall be entitled to the sick leave benefits available from time to time to full-time non-union staff of the Employer. For clarity the current benefit plans are listed, on the attached Schedule B.
- 4.5 Expense Reimbursement . Executive will be reimbursed for reasonable expenses incurred in the performance of the Executive's duties, including reasonable education and training expenses. The expenses of the Executive shall be in compliance with the policies and procedures of the Employer as modified from time to time by the Board, the broader public sector business expense guidelines, and any other guidelines, legislation or regulation.

## **ARTICLE 5 TERMINATION**

- 5.1 The Executive's employment may be terminated at any time as set forth below:
- (a) by the Employer without prior notice and without further obligations under this Agreement for reasons of Just Cause; or
  - (b) by the Executive on giving the Employer at least Three (3) months prior written notice (provided that the Employer may, in its sole discretion, waive the notice period, in whole or in part); or
  - (c) by the Employer on giving written notice of termination to the Executive without Just Cause without any obligations whatsoever other than those set out in Article 5.4(b).
- 5.2 The Executive's employment shall automatically terminate upon the Executive's death.
- 5.3 The effective date on which the Executive's employment will be deemed to have been terminated under this Article 5 (the "**Termination Date**") will be the last day in which the Executive is actively employed by the Employer.
- 5.4 On termination of the Agreement pursuant to the provisions of Article 5.1 hereof, the following terms shall apply:
- (a) In the case of termination under Articles 5.1(a), 5.1(b) and 5.2 (i.e. termination for Just Cause, by resignation, or by reason of death), the Employer will pay or provide to the Executive all amounts or entitlements in respect of the Base Salary, all Benefits as provided in Article 4.3, expenses and accrued vacation to which the Executive is entitled under the terms of this Agreement in respect of the then-current year of this Agreement on a pro rata basis up to the Termination Date.
  - (b) In the event that the employment of the Executive is terminated by the Employer for any reason other than for Just Cause, the Employer shall provide the Executive with a Termination Payment. This Termination Payment will be calculated based on one (1) month of Base Salary for each year of completed service with a minimum payment of twelve (12) months' Base Salary and a

maximum of eighteen (18) months' Base Salary, less applicable deductions (the "**Termination Payment**"). This amount may be paid as a lump sum, continuance of Base Salary, or a combination of both, at the Employer's election.

Benefits Continuation: If all or part of the Termination Payment is made by way of continuation of the Executive's Base Pay, the Executive's pension and group benefits will continue until the earlier (a) the last day of continuation of the Executive's Base Pay, to the extent permitted by the plan terms and the insurer; or (b) the date that the Executive obtains replacement coverage for such benefits from new employment, provided that in any case benefits will continue for at least the minimum period mandated by the Ontario *Employment Standards Act*.

If the Termination Payment is made in a lump sum, the Executive's pension and group benefits will continue only for the minimum period mandated by the Ontario *Employment Standards Act*.

Mitigation: The Executive's entitlements under this clause are subject to the Executive's obligation to search out and accept reasonable alternative employment during the period in which the Executive is entitled to termination payments. In the event that the Executive obtains income from employment or self-employment during said period, the Executive's entitlement to the Termination Payment shall be reduced by the amount of such income, except that the Executive's entitlements from the Employer shall not be less than the minimum entitlements, if any, mandated by the Ontario *Employment Standards Act*.

No Further Payments Required: The Employee acknowledges and agrees that the Termination Payment and benefit continuation described in Article 5.4(b) are reasonable. Upon provision of the Termination Payment and benefit continuation specified herein, the Employer has satisfied all obligations to provide notice and severance including those arising pursuant to the Ontario *Employment Standards Act*, and the Executive shall not be entitled to any further notice, payment in lieu of notice, termination pay, severance pay, damages, costs or compensation in respect of her employment or the termination thereof, whether under statute, common law or contract, and the Executive agrees to execute a formal release document in a form satisfactory to the Employer in consideration of such payment.

- 5.5 Effect of Termination. Upon termination of employment, the Executive shall be deemed to have resigned all offices held in the Employer, and the Executive shall not be entitled to receive any additional severance pay, damages or compensation for loss of office or otherwise by reason of resignation (other than as otherwise provided for herein). If the Executive fails to resign as mentioned, the Employer is irrevocably authorized to appoint some person in the Executive's name and on her behalf to sign any documents or do anything necessary or requisite to give effect to it.

## **ARTICLE 6 REPRESENTATIONS OF THE EXECUTIVE**

- 6.1 The Executive represents, warrants and covenants to the Employer that:
- (a) the performance of the Executive's duties as an Executive of the Employer will not breach any agreement or other obligation; including any obligation to keep confidential the proprietary information of any third party; and
  - (b) the Executive is not bound by any agreement with or obligation to any third party that conflicts with the Executive's obligations as an Executive of the Employer.
  - (c) this Agreement is necessary for the protection of the legitimate business interests and goodwill of the Employer in connection with the Business;
  - (d) the scope of this Agreement in time, geography, and types and limitations of activities restricted is reasonable; and
  - (e) the violation of any of the covenants contained in this Agreement will cause irreparable and continuing harm to the Employer such that the Executive shall not oppose any request by the Employer for injunctive or other equitable relief from any court of competent jurisdiction restraining any further violation of such covenants.

## **ARTICLE 7 CONFIDENTIALITY AND NON-SOLICITATION DEFINITIONS**

- 7.1 **"Confidential Information"** means any and all proprietary and confidential information or facts of the Employer or of any Person (including the Employer's clients and suppliers) with which the Employer does business relating to their business, that the Executive acquired in the course of the Executive's employment with the Employer, whether or not such information or facts (i) are reduced to writing; (ii) were created or originated by an employee; or (iii) are designated or marked as "confidential" or "proprietary" or some other designation or marking. Confidential Information includes but is not limited to:
- (a) Any secret or trade secret or know-how of the Employer or information relating to the Employer or to any Person with which the Employer does business which is not generally known outside the Employer, including the identity of clients and suppliers;
  - (b) Client lists and records, terms of contracts between Employer and its clients and suppliers, renewal dates, price and similar data;
  - (c) Data stored in a computer or any computer readable media, designs, drawings, diagrams, tables, calculations, graphs, plans, blueprints, specifications, explanations, instructions, depictions, techniques, procedures, studies, test results, programs, including computer programs, papers, notes, notebooks, reports or other written or printed information, models, samples, materials, tools and equipment;

Confidential Information does not include any such information which can be demonstrated by the Executive:

- (i) to be known generally to the industry or public through no fault of the parties;
- (ii) which either of the parties is required by law to disclose.

## **CONFIDENTIAL INFORMATION**

- 7.2 All Confidential Information is the exclusive property of the Employer, or of the Person with which the Employer does business, and shall at all times be regarded, treated and protected as such, as provided in this Agreement.
- 7.3 The Executive shall not disclose Confidential Information to any Person (other than as necessary in carrying out the Executive's duties on behalf of the Employer) at any time during or subsequent to employment without first obtaining the Employer's consent, and the Executive shall take all reasonable precautions to prevent inadvertent disclosure of any such Confidential Information. This prohibition includes, but is not limited to, disclosing or confirming that any similarity exists between such Confidential information and any other information.
- 7.4 The Executive shall not use, copy, transfer or destroy any Confidential Information of the Employer (other than as necessary in carrying out the Executive's duties on behalf of the Employer) at any time during or subsequent to the Executive's employment without first obtaining the Employer's consent, and the Executive shall take all reasonable precautions to prevent inadvertent use, copying, transfer or destruction of any such Confidential Information. This prohibition includes, but is not limited to, licensing or otherwise exploiting, directly or indirectly, any products or services which embody or are derived from such Confidential Information or exercising judgment or performing analysis based upon knowledge of such Confidential Information.
- 7.5 Immediately upon termination or resignation of the Executive's employment on any basis, or upon receipt by the Executive of the Executive's written request, the Executive shall promptly deliver to the Employer all property of or belonging to or administered by the Employer, including without limitation all Confidential Information of the Employer or other Person with which the Employer does business (including customers, suppliers and clients) that is embodied in any way, whether physical, or in electronic; magnetic, optical, or other ephemeral form, and that is in the Executive's possession or under the Executive's control.

## **NON-SOLICITATION AND NO DETRIMENTAL ACTION**

- 7.6 The Executive agrees that during the course of her employment and for a period of Nine (9) months after the cessation of her employment, however caused, the Executive shall not:
  - (a) directly or indirectly, either individually or jointly or in partnership or in conjunction with any Person, as principal, agent, employee, consultant, shareholder, guarantor, partner or advisor, or in any other manner or capacity whatsoever:

- (i) solicit, entice, persuade or induce any customer or supplier of the Employer to terminate, reduce or refrain from entering into, renewing or extending its contractual or other relationship with the Employer; or
- (ii) solicit, entice, persuade or induce any employee, agent, manager, advisor or any other representative employed, retained or used by the Employer, to terminate or refrain from renewing or extending such employment.

The restrictions in this clause 7.6 will only apply to the extent that the Executive actually knows or should reasonably have known that a Person alleged to have been solicited, enticed, persuaded or induced by the Executive was a customer, supplier, employee, agent, manager, advisor or representative of the Employer during the twelve (12) months preceding the date of the Executive's cessation of employment.

- 7.7 Conflict of Interest: The Executive shall devote the Executive's full attention to the performance of the duties of Chief Executive Officer of the Employer and shall not engage in any activity or undertake other responsibilities or positions that conflict or potentially conflict or create the appearance of conflict with the duties and responsibilities of Chief Executive Officer of the Employer. The foregoing does not preclude the Executive from continuing to undertake work or responsibilities that the Executive has performed with the approval of the Employer. The Executive shall disclose to the Chair of the Board without delay any circumstances that may be reasonably interpreted as creating a conflict of interest or a potential conflict of interest or the appearance of a conflict of interest in the Executive's position as Chief Executive Officer of the Employer.

## **ENFORCEMENT OF COVENANTS**

- 7.8 The Executive agrees that:

- (a) all of the restrictions contained in this Agreement are reasonable and necessary for the protection of Employer's legitimate business interests, and they are deemed to be so, and
- (b) the Executive will not challenge those covenants in any way;
- (c) Employer shall be entitled to rely on the terms and representations herein as a complete estoppel or bar to any action that the Executive may take challenging the validity or enforceability of those covenants.

- 7.9 Further, the Executive understands and agrees that the restrictions and covenants contained in Article 7 shall be construed as independent of any other portion of this Agreement, and the existence of any claim or cause of action by the Executive against Employer whether predicated on this Agreement or otherwise, shall not constitute a defence to the enforcement by Employer of those covenants or restrictions.

- 7.10 The Executive understands and agrees that breach of these articles shall cause irreparable harm to Employer for which monetary damages may not suffice. Without prejudice to any and all other rights of Employer, in the event the Executive breaches or attempts to breach the covenants contained in Article 7, an injunction shall be the only



effective remedy to protect Employer) rights and property, and an interim injunction will be granted immediately in the face of such breach or attempted breach.

## **ARTICLE 8 CLAUSES SURVIVING TERMINATION**

- 8.1 Clauses Surviving Termination. Notwithstanding anything in this Agreement to the contrary, Article 1, Article 5, Article 7, Article 8 and Article 9 shall survive the termination or resignation of the employment of the Executive for any reason, or any termination of this Agreement.

## **ARTICLE 9 GENERAL**

- 9.1 Notice. Any notice, document or other communication required or permitted to be given in respect of this Agreement shall be sufficiently given if delivered to the party personally, or if sent by prepaid ordinary mail posted in Canada, by courier, or faxed, to such party addressed as follows:

The Employer:

Central Community Care Access Centre  
Attention: Board Chair  
45 Sheppard Avenue East, Suite 700  
Toronto, ON M2N 5W9

The Executive:

Jo-anne Marr  


Any party may at any time change its address hereunder by giving notice of such change of address to the other party or parties in the manner specified in this paragraph. Any such notice or other written communication shall, if mailed or sent by courier, be effective and deemed to have been received on the day it is delivered or an attempt is made to deliver it to the address of the addressee and, if given by personal delivery, shall be effective and deemed to have been received on the day of actual delivery.

- 9.2 Disclosure. The Executive consents to the public disclosure of the Executive's terms and conditions of employment, including this Employment Agreement and any expense claim(s) submitted by the Executive related to her employment with the Employer.
- 9.3 Severability. If any covenant, provision or restriction contained in this Agreement is found to be void or unenforceable in whole or in part, it shall not affect or impair the validity of any other covenant, provision or restriction and without limitation, each of the covenants, provisions and restrictions contained herein are hereby declared to be separate and distinct covenants, provisions and restrictions.
- 9.4 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable

therein and each of the parties hereby irrevocably attorn to the jurisdiction of the courts of the Province of Ontario.

- 9.5 Entire Agreement. This Agreement sets forth the entire agreement among the parties pertaining to the specific subject matter and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties hereto.
- 9.6 Assignment and Amendment. This Agreement is personal to the Executive and may not be assigned by her without the prior written consent of the Employer. Upon notice to the Executive, this Agreement may be assigned by the Employer at its option. Subject to the foregoing, this Agreement shall enure to the benefit of and be binding upon the parties and their respective successors, heirs, executors, administrators, personal representatives and permitted assigns. Notwithstanding the foregoing, in the event that this Agreement is assigned by the Employer, such assignment shall only be effective upon the assignee thereof agreeing to be bound by the terms hereof as if it were an original signatory thereto and further provided that the Employer shall not be relieved of any of its obligations hereunder. This Agreement may be amended only by the written agreement of the parties hereto and/or their respective successors, heirs, executors, administrators, personal representatives and permitted assigns.
- 9.7 Headings. The headings used in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and agreements contained herein.
- 9.8 Currency. All dollar amounts referred to in this Agreement shall be in Canadian funds.
- 9.9 Independent Legal Advice. The Executive hereby represents and warrants to the Employer and acknowledges and agrees that she had the opportunity to seek and was not prevented nor discouraged from seeking independent legal advice prior to the execution and delivery of this Agreement and that, in the event that she did not avail herself of that opportunity prior to signing this Agreement, she did so voluntarily without any undue pressure and agrees that her failure to obtain independent legal advice shall not be used by her as a defence to the enforcement of her obligations under this Agreement.
- 9.10 Counterparts. This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement.
- 9.11 Waiver. The failure of any party hereto at any time or times to require performance of any provision hereof by any other party hereto shall in no manner affect the right of such party to require such performance at a later time. No act or omission of any party hereto, other than an express written waiver signed by such party, shall constitute a waiver by such party of any breach of this Agreement or of the provision of this Agreement so breached. No waiver by a party hereto of the breach of any provision hereof, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of such breach or as a waiver of the provision hereof so breached.
- 9.12 Number, Gender and Persons. Unless the context otherwise requires, words importing the singular in number only shall include the plural and vice versa, words importing the

use of gender shall include the masculine, feminine and neuter genders and words importing persons shall include individuals, Employers, partnerships, associations, trusts, unincorporated organizations, governmental bodies and other legal or business entities. The terms "includes" or "including" used herein mean "includes, without limitation," and "including, without limitation," respectively.

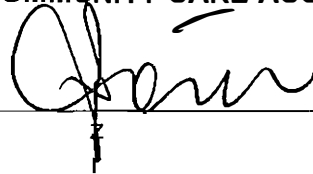
9.13 Recitals. The Employer and the Executive acknowledge that the statements of fact contained in the recitals are true, that the other party is relying on the recitals, and that the recitals form part of this Agreement.

9.14 Interpretation by Court. If any provision of this Agreement as applied to any party or to any circumstance shall be adjudged by a court of competent jurisdiction to be invalid prohibited or unenforceable, the same shall in no way affect any other provision of this Agreement, the application of such provision in any other circumstances or in any other jurisdiction, or the validity or enforceability of this Agreement. The parties agree that the provisions hereof are reasonable and intend this Agreement to be enforced as written.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

CENTRAL COMMUNITY CARE ACCESS CENTRE

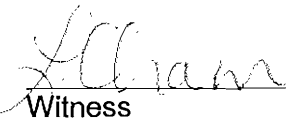
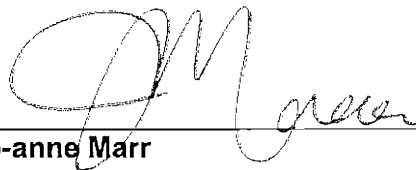
Per:



Directors

SIGNED, SEALED AND DELIVERED

In the presence of:

  
Witness  
Jo-anne Marr

## **SCHEDULE A – CEO Job Description (Board Policy II-3)**

The Chief Executive Officer is expected to recommend, develop, and implement a comprehensive strategy to address the distinct emerging characteristics and needs of the CCAC in the LHIN region. The Chief Executive Officer is expected to undertake the necessary timely actions to meet the changing needs of the community in which it provides services.

Working with key internal and community stakeholders (such as hospitals, contracted service providers, LTC homes and community support service agencies), the Chief Executive Officer is accountable for developing and implementing programs, services, budgets, staffing, and communication for the organization and serves as a pivotal link to the LHIN, the Ministry, community leaders, agencies and the community at large.

### **General Responsibilities**

- Provides leadership, guidance and management to the CCAC staff, including human and financial resources management; in accordance with applicable legislation, accepted business and financial practices and standards, and Ministry, LHIN and Board directives, guidelines, policies and procedures, as may be changed or established from time to time;
- Translates the strategic direction of the Board, goals and objectives into operational plans and activities in accordance with the approved business plan and engages the CCAC team to effectively carry out the mandate;
- Develops and promotes a positive and productive CCAC work culture, consistent with the shared Mission, Vision, and Core Values of the CCACs, to attract, motivate and retain the best personnel; and
- Demonstrates the Core Values of the organization.

### **Operations**

- Ensures that the operations of the CCAC promote the delivery of effective high quality client services to meet the needs of the community and achieve the best possible client outcomes within the context of a balanced budget, available resources, and government priorities.
- Ensures that the operations of the CCAC meet the specific goals and performance expectations outlined in the Multi-Sector Service Accountability Agreement with the Local Health Integration Network;
- Develops a comprehensive human resources plan to promote employee engagement and foster a high performing culture in order to meet the CCAC's new and evolving mandate and achieve operational efficiencies, including:
  - Organization structure, roles, accountabilities and key success criteria;
  - Resource planning, recruitment, selection and retention;
  - Learning, development and performance management;
  - Communications and conflict resolution; and
  - Rewards and recognition
- Establishes strategies for planning and coordinating health care priorities; and

- Establishes systems and procedures to support the CCAC in effectively serving the community as an information resource in matters related to home, community and long-term care.

### **Financial Management**

- Prepares annual and multi-year budgets to secure funding for mandated programs and services;
- Establishes a financial management framework, systems and processes to support sound and timely financial decision making so that the CCAC operates within its approved business plan and budget and is able to demonstrate that public funds are used to maximum effectiveness, with integrity and honesty;
- Provides financial and statistical reports to the Board to support decision-making, securing Board, Local Health Integration Network and/or Ministry of Health and Long-Term Care approval where required and submitting timely reports to the Local Health Integration Network and Ministry of Health and Long-Term Care as required;
- Establishes and manages an effective and efficient procurement system for the CCAC to ensure the best goods and services at the right price for the CCAC;
- Establishes an information technology network and maintains the technology infrastructure;
- Establishes a system for the retention of CCAC corporate and client services documents and for appropriately making such documents available; and
- Provides reasonable measures to ensure the security and integrity of the CCAC and client information.

### **Communications & Collaboration**

- Acts as a spokesperson for the CCAC to the media and the public as defined by Policy II-2 and VI-3;
- Develops strategic alliances with key stakeholders to foster awareness of needs within the LHIN region, resolve issues and promote integrated service delivery;
- Establishes and maintains relationships with community leaders, advocacy groups, local politicians, LHIN leaders, Ministry staff, clients, hospitals, LTC homes, community agencies, service providers, staff and the community at large to ensure the mandate and business purpose of the CCAC is understood;
- Develops an effective communication plan to promote the services and positive value of the CCAC to stakeholders;
- Consults and participates with agency/service provider forums to share best practices, coordinate local services, and promote the efficiency and effectiveness of the services within the LHIN geographical region, across CCAC organizations, and provincially in collaboration with the Ontario Association of Community Care Access Centres (OACCAC);
- Consults with the Local Health Integration Network on matters of mutual importance, including relevant Local Health Integration Network directives, guidelines, policies and procedures; and,

- Provides regular information as may be required or requested by the Local Health Integration Network or the Ministry of Health and Long-Term Care.

#### **Organizational Performance**

- Develops, implements, and monitors a system of comprehensive performance measures of the CCAC, including key performance indicators as prescribed in the Local Health Integration Network Service Accountability Agreement and LHIN performance agreements;
- Develops processes and systems to identify service delivery issues, develop remedies and measures progress so as to promote continuous improvement in operational performance and enhance stakeholder satisfaction; and
- Promotes a high performing culture aligned with the targets and the requirements of performance agreements, and aligned with the CCAC's broadened mandate as system navigator.

#### **Board & Governance**

- Provides the Board with advice and assistance in meeting its responsibilities;
- Assists the Board with the development and implementation of a Strategic Plan for the CCAC, and works with the Board to promote, implement and monitor the strategic directions in the plan;
- Advises the Board on compliance with LHIN directives, guidelines, policies and procedures and legislative requirements;
- Apprises the Board on all matters pertaining to the implementation of policy and the operations of the CCAC and ensures that the Board has the information that it requires to carry out its responsibilities;
- Provides regular reports to the Board on all performance measures and reports on a timely basis to the LHIN as may be required;
- Briefs the Chair on issues and events in the exercise of the Chair's responsibilities, including but not limited to, impropriety, wrongdoing, litigation or risk; and
- Works effectively with the LHIN as directed by the Board.

#### **Other Requirements:**

- Travel, intra and inter CCAC areas, is required.

## **SCHEDULE B – Benefits Information**

### **BASE BENEFIT PLAN**

#### **Extended Health Care**

**Overall Maximum:** Unlimited  
**Reimbursement Percentage:**

Prescription drugs

Generic Drugs – 100%

Brand Name (if generic available) - 80%

Brand Name (if generic not available) - 100%

All Other EHC Expenses – 100%

**Dispensing Fee Cap:** \$7.50

**Vision Care:** \$150/2yrs

**Combined Practitioners Services** - \$500/calendar year/combined max

*\*Physiotherapist or Certified Athletic Therapist, Clinical Psychologist, Marriage and Family Therapist or Social Worker, \*Massage Therapist, Speech Pathologist, \*Chiropractor, Osteopath, Podiatrist, Chiropodist or Naturopath*

*\*Physician's note is required*

**Deluxe Travel:** Yes

**Termination Age:** 70 or retirement

#### **Dental**

**Maximum** – \$1,500/calendar year combined max (Basic Services, Major Services)

**Reimbursement Percentage:**

Basic Services – 100%

Major Services - 50%

**Dental Fee Guide:** One year prior to the date of service.

**Complete Oral Exam:** 1/3 years

**Recall Exam:** 1/6 months

**Termination Age:** 70 or retirement

#### **Life**

**Benefit Payable:** 2X annual position value

**Benefit Maximum:** \$850,000

**Termination Age:** 70 or retirement

**Reduction:** 50% at age 65

#### **Accidental Death & Dismemberment**

**Benefit Payable:** 2X annual position value

**Benefit Maximum:** \$850,000

**Termination Age:** 70 or retirement

## SCHEDULE B – Benefits Information

### Long Term Disability

**Benefit Payable:** 65% of monthly earnings  
**Benefit Maximum:** \$15,000 monthly  
**Termination Age:** Age 65  
**\*Pre-existing Condition Limitations:** 6/12/24  
**Elimination Period:** 120 working days

### Base H.S.A (Healthcare Spending Account)

Each employee will be allocated a minimum of 675 credits each fiscal year that can be allocated to health spending account or converted to taxable income. The health spending account will operate on a claim carry forward basis. Allocation of HSA is pro-rated based on start date into full-time position.

### HEALTHCARE OF ONTARIO PENSION PLAN – HOOPP

- Mandatory enrolment on date of hire or upon transfer to full-time
- EMPLOYEE COSTS – Effective January 1, 2014, 6.9% of salary up to the Year's Maximum Pensionable Earnings (YMPE) and 9.2% of the remaining earnings (YMPE 2014 = \$52,500.)
- CCAC contributes 126% of employee's contribution

### VACATION

- 30 days per year (2.50 days per month) (8.65 hrs/pay)

*\*subject to 35-day maximum accrual at any point in time*

### PAID HOLIDAYS

- Entitled to public holiday pay upon date of hire
  - New Year's
  - Good Friday
  - Canada Day
  - Thanksgiving Day
  - Boxing Day
  - Victoria Day
  - Civic Day
  - Labour Day
  - Christmas Day
  - Family Day

### FLOAT HOLIDAYS

- Entitled to three (3) Float Holidays per calendar year
- Eligible for one (1) Float day to be taken every third of calendar year (approx. every 4 months)
- Must be taken as full days
- Hours pro-rated for part-time staff and new hires

### **If Working:**

40% of full year	40-70% of full year	Greater than 70% of full year
1 day	2 days	3 days



## **SCHEDULE B – Benefits Information**

### **SHORT TERM SICK LEAVE PLAN**

- Eligibility effective immediately
- Paid 100% for legitimate personal illness, per incident, to a maximum of 24 weeks
- LTD payable on approval of total disability

### **PERSONAL LEAVE**

- Up to 5 paid days per calendar year to be used for Canadian Citizenship, illness of a dependent family member, funeral, moving or Religious holidays

### **EMPLOYEE & FAMILY ASSISTANCE PROGRAM (EFAP)**

- Available to all permanent non-union staff

### **MILEAGE REIMBURSEMENT**

- .44¢ per kilometre

### **\*PRE-EXISTING CONDITION CLAUSE**

#### **LIMITATION:**

A pre-existing condition is a sickness or bodily injury for which you have received medical treatment, care or services (including diagnostic measures), consulted a Physician or been prescribed medication during the six (6) months prior to the date you first became covered for Long Term Disability Coverage under a benefit plan arranged by the Employer.

**Long Term Disability** benefits are not payable for any Total Disability which is due to a pre-existing condition unless:

- the Total Disability begins more than 24 months after the date you first became covered for Long Term Disability Coverage under a benefit plan arranged by the Employer; or
- you have not received medical treatment, care or services (including diagnostic measures), consulted a Physician or been prescribed medication during a 12 consecutive-month period within the 30-month period which begins six (6) months before and ends 24 months after the date you first became covered for Long Term Disability Coverage under a benefit plan arranged by the Employer.