

Inclusion Powell River Society

COMPLIANCE to LEGISLATION REPORT

August 2016-17

A Compliance Report is completed on an annual basis by the Executive Director. The purpose of the report is to review and monitor the agencies compliance with applicable legislation, regulations and standards. The report contains recommendations that are required to improve the agency's overall compliance with relevant legislation, regulations and standards. The report is submitted to the Board of Directors for their review and approval.

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
All adults served	<p>ADULT GUARDIANSHIP ACT-REPRESENTATION AGREEMENT ACT</p> <hr/> <p>Adult Guardian Act and Regulations, and related legislation (The Representation Agreement Act, The Health Care (Consent) and Care Facility (Admission) Act, and the Public Guardian and Trustee Act).</p> <p>These acts are designed to promote adults' rights to self-determination, and provide support and protection to those who are vulnerable to abuse or unable to make their own decisions. The legislation is administered by the Office of the Public Guardian and Trustee of BC. Adults who are not able to make decisions about their own legal, financial, health care and/or personal affairs can name someone else to do so, on their behalf through a Representation Agreement and/or Consent to Health Care. This person is called a Representative. For more information on the role of the Office of the Public Guardian and Trustee, including guides on completing the Representation Agreement and the Consent to Health Care, go to www.trustee.bc.ca</p>	A Representation Agreement is needed in order to meet the requirements for the Registered Disability Savings Plan. As a result of this new legislation many families have put a Representation agreement in place.	Training about Representation Agreements for families and staff of Family Support Services and Adult Services Families and Clients	Director of Adult Services
All adults served	<p>ADULT GUARDIANSHIP ACT - HEALTH CARE (CONSENT)</p> <hr/> <p>Adult Guardianship Act and Regulations, and related legislation (The Representation Agreement Act, The Health Care (Consent) and Care Facility (Admission) Act, and the Public Guardian and Trustee Act)</p> <p>See inclusion Powell River Policy 05.12A for details of requirements for consent</p>	Adults can only be provided health care treatment when they have provided informed consent. Policy 05.12A provides guidelines for employees.	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services

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All adult services	<p>ADULT GUARDIANSHIP ACT AND CLBC</p> <hr/> <p>January 2010 — What to do if you believe someone with a developmental disability is being abused or neglected and needs assistance. As part of CLBC’s commitment to the health, safety and well-being of adults with developmental disabilities it is our responsibility (CLBC) as a ‘designated agency’ under the Adult Guardianship Act to respond to individuals at risk for abuse or neglect. The following information outlines the role of CLBC staff in responding to concerns and reflects our partnership (CLBC) with the Office of the Public Guardian and Trustee to assist the public in knowing how to best support individuals eligible for CLBC supports and services.</p>	Abuse and Neglect are reported immediately to CLBC and Licensing where the home or program is licensed under the Community Care Licensing Act. See inclusion PR policy 5.07 for more information	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
inclusion Powell River Society	<p>ANTI SPAM LEGISLATION</p> <hr/> <p>This legislation protects individuals from receiving emails that they do not want to receive. Organizations are required to ask if they wish to receive emails and give them a method of notifying the organization when they wish to be removed from mailing lists</p>	It will mainly impact us around getting consent for sending out information and marketing by e-mail.	Directors and clerical staff need to be familiar with this legislation and its requirements	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
Payroll	<p>BC DAY ACT</p> <hr/> <p>The first Monday of August is a legal holiday to be observed as "British Columbia Day". Employees are to be paid in accordance with the collective agreement requirements for statutory holidays</p>	Included as stat in payroll	None Required	Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
5 of our Group Homes	<p>BC HOUSING MANAGEMENT COMMISSION</p> <hr/> <p>It is a crown agency of the Province of British Columbia. One of the services provided by BCHMC is to provide administrative, financial and technical support for units of housing managed by non-profit housing societies and co-ops, and to the Provincial Rental Housing Corporation group home portfolio.</p>	Where BHMC owns the home or has an operating agreement on the home, inclusion Powell River works in cooperation with BCHMC to maintain the homes of the residents and ensure they are maintained on a regular basis. BCHMC inspects these facilities	None Required	Director of Employment, Advocacy, Innovation & Facilities Management

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		<p>annually and develops budgets and provides some funding for maintenance. Some facilities are mortgaged with CMHC at low interest rates. The Director responsible for Employment Services, Innovation and Advocacy is responsible to oversee the assets. He participates in the annual inspection with BC Housing employees. In order to meet CARF requirements, where BCHMC is not involved, where necessary. The Director has created a Capital Replacement Plan that projects all maintenance requirements for the next 10 years. Inclusion PR hires a qualified external inspector as needed to ensure the facilities meet health and safety standards. External inspections are also done by the Fire Department and Community Care Licensing. inclusion Powell River contracts to have annual inspections done on roofs, heating/cooling systems, elevators, sprinkler systems and fire extinguishers. These contractors make recommendations as to needed repairs and maintenance schedules</p>		

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All employees, the Association, Homeshare Contractors.	<p>CANADA REVENUE AGENCY</p> <hr/> <p>CRA administers areas such as remitting tax, EI and CPP contributions on behalf of employees, issuing T-4 slips, and collecting GST. CRA also requires compliance with the rules for charitable status as inclusion Powell River is a registered charitable organization with tax exempt status and the ability to issue donation receipts.</p>	<p>inclusion Powell River has complied with all standard Canada Revenue Agency requirements regarding, remittance of taxes, EI, CPP, issuing T-4 slips and maintenance of our charitable status for the reporting period. GST and HST reports are filed as required.</p> <p>ISSUES; Uncertain about violations with regards to contracting with HomeShare providers. There are some concerns that have been identified in the sector with regards to the relationship with HomeSharing contractors. inclusion Powell River has increased its involvement in HomeSharing over the past few years. inclusion Powell River is a member of the BCCEO Network. Contracting with HomeShare providers is of concern to inclusion Powell River and to agencies throughout BC under contract with CLBC to do HomeSharing. The concern is that where a HomeShare contractor is also an employee, the relationship is unclear under the tax act. If a HomeShare contractor was deemed an employee by CRA then we and they would be liable for income tax, CPP and EI not remitted.</p> <p>RECOMMENDATIONS: To take</p>	<p>1/ The BCCEO Network has hired legal advice around this issue which will be forthcoming as they are preparing test cases to be submitted to the CRA.</p> <p>2/ There is still no clarity with regards to HomeShare Caregivers and their obligation to pay income tax on money earned in this capacity.</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>

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		<p>steps to reduce the risk to the agency where it is practical and serves the interests of the individuals we support and the contractual arrangements. To submit a Request for Qualification for PRISE to CLBC so that PRISE can hold the HomeShare contracts.</p> <p>Our agency is one of many with concern about this issue and as part of the BCCEO network we are working to better understand & resolve this issue.</p>		
<p>All employees, volunteers contracted personnel, individuals and families served by inclusion Powell River</p>	<p>CANADIAN BILL OF RIGHTS</p> <hr/> <p>Recognition and declaration of rights and freedoms</p> <p>1. It is hereby recognized and declared that in Canada there have existed and shall continue to exist without discrimination by reason of race, national origin, colour, religion or sex, the following human rights and fundamental freedoms, namely,</p> <p>(a) the right of the individual to life, liberty, security of the person and enjoyment of property, and the right not to be deprived thereof except by due process of law;</p> <p>(b) the right of the individual to equality before the law and the protection of the law;</p> <p>(c) freedom of religion;</p> <p>(d) freedom of speech;</p> <p>(e) freedom of assembly and association; and</p> <p>(f) freedom of the press.</p>	<p>As an advocacy organization for children and people with developmental disabilities inclusion Powell River is an advocate for people with regards to their constitutional rights. Inclusion Powell River may advocate with the Representative for Children and Youth, the Service Quality Advocate for Adults with Developmental Disabilities, the Ombudsperson or work with a self-advocate to put forward a complaint to the Human Rights commission. if the advocacy needed is with a funder of inclusion PR then we would recommend and support the individual to ask for advocacy through inclusion BC</p>	<p>Rights and responsibilities are reviewed with all clients when they begin services and annually after. See policy 5.04 for more information.</p> <p>No action required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources</p>

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All employees, volunteers contracted personnel, individuals and families served by inclusion Powell River	<p>CANADIAN CHARTER OF RIGHTS AND FREEDOMS</p> <hr/> <p>The Charter is part of the Constitution of Canada. It guarantees legal, democratic and equality rights to all citizens.</p> <p>Prohibited grounds of discrimination</p> <p>3. (1) For all purposes of this Act, the prohibited grounds of discrimination are race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.</p>	The agency has developed several policies and procedures that ensure the rights of individuals, families and staff is upheld within the organization, e.g. Adult Rights Statement, Children’s Rights Statement, etc. Handbook / Orientation process have been developed to inform self-advocates about their rights. Training is offered to self-advocate from time to time. inclusion Powell River complies with the law with regards to hiring practices.	None required	Director of Human Resources
All employees, volunteers contracted personnel, individuals and families served by inclusion Powell River	<p>CANADIAN HUMAN RIGHTS ACT</p> <hr/> <p>The purpose of this Act is to extend the laws in Canada to give effect, within the purview of matters coming within the legislative authority of Parliament, to the principle that all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able and wish to have and to have their needs accommodated, consistent with their duties and obligations as members of society, without being hindered in or prevented from doing so by discriminatory practices based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.</p>	None	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
Some group homes have CMHC insurance.	<p>CANADIAN MORTGAGE AND HOUSING</p> <hr/> <p>CMHC works to enhance Canada's housing finance options, assist Canadians who cannot afford housing in the private market, improve building standards and housing construction, and provide policymakers with the information and analysis they need to sustain a vibrant housing market in Canada.</p>	CMHC provides mortgage insurance on group homes where BC Housing is involved in the financing.		Director of Employment, Advocacy, Innovation & Facilities Management

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PRISE, Inclusion Powell River	<p>CANADIAN TAXATION ACT</p> <hr/> <p>A common set of accounting principles, rules and procedures established by the Accounting Practices Board of the American Institute of Certified Public Accountants that define accepted accounting practices.</p>	<p>inclusion PR accounting systems are audited on an annual basis to ensure compliance with General Accounting Practices. The auditors file reports according to CRA regulations for Registered Charitable Organizations and the Society's Act.</p> <p>Auditors recommend that PRISE tax return be filed on time or within the 6 months following year end requirement date even when there is nothing to report.</p>	<p>Ensure PRISE reports are filed by June 30th of each year.</p>	<p>Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management</p>
Cranberry Preschool operated by inclusion Powell River	<p>CHILD CARE ACT</p> <hr/> <p>The minister may, in the minister's sole discretion, pay child care grants and may specify the terms and conditions to be included in written agreements for the purposes of child care grants.</p>	<p>Where a family is eligible for this they may apply</p>	<p>None required</p>	<p>Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management</p>
Cranberry Preschool operated by inclusion Powell River	<p>CHILD CARE SUBSIDY ACT AND REGULATIONS</p> <hr/> <p>Subject to the regulations, the minister may pay child care subsidies. The minister may pay a child care subsidy if the child care is provided</p> <ul style="list-style-type: none"> a) In a licensed child care setting b) In a license-not-required child care setting c) In a registered license-not-required child care setting, or d) In a child's home, but only if the child care is provided by someone other than a person who <ul style="list-style-type: none"> i. Is a relative of the child or a dependent of the parent and ii. resides in the child's home 	<p>inclusion Powell River receives childcare subsidies and completes all required documentation. Where a family is eligible this may apply.</p>	<p>None required</p>	<p>Director of Child and Family Services</p>

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All Child and Family Services Programs	<p>CHILD, FAMILY AND COMMUNITY SERVICE ACT</p> <hr/> <p>The CF&CS Act creates the authority for MCFD to fund and deliver programs for children, youth and families, setting out guidelines and service delivery principles for how this will be done. It also creates the authority for MCFD staff to protect children and support families to protect children. The act refers to Children in Care and provides the standards. A handbook on Child Abuse and Neglect is available at this website: http://www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children</p>	<p>Policies have been developed to instruct employees to report any incidents of suspicion of abuse or neglect. Policies and practices are in place to ensure compliance with the regulations. Concerns about Freedom of Information and requests of staff to provide information to MCFD and/or the courts have come forward. Our Director of HR developed training on this topic for the Child and Family Services staff.</p> <p>RECOMMENDATIONS: None at this time.</p>	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
Selkirk Children's Residence	<p>CHILDREN IN CARE - MCFD STANDARDS</p> <hr/> <p>Standards to be used when supporting children in care through MCFD</p>	the residence must be in compliance with all standards		Director of Child and Family Services
Services located in community neighbourhoods and business districts	<p>CITY OF POWELL RIVER BY-LAWS</p> <hr/> <p>The City of Powell River is responsible for all municipal affairs including by-law enforcement, building permits, building occupancy & inspections (compliance with the BC Building Code), business licenses, collection of taxes, etc.</p>	inclusion PR sometimes struggles with compliance to noise and parking by-laws due to nature of group homes and clients living in them. Ensuring building permits are obtained as required. Complaint about noise coming from Selkirk house	Ongoing effort to stay in compliance with the by-laws supports us being in good relationship with our neighbours. Ensure contractors obtain building permits as required by the City. Plan to move client in process.	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Child and Family Services; Director of Adult Services

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Adult Services	<p>CLBC POLICY - CONFIDENTIALITY AND INFORMATION SHARING</p> <hr/> <p>This describes how CLBC staff maintains the rights of individuals to confidentiality and privacy of personal information and assists them to comply with the Freedom of Information and Protection of Privacy Act.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>
Adult Services	<p>CLBC POLICY - CONTRACTED HOME SHARING PROVIDERS</p> <hr/> <p>CLBC has two policies related to contract home sharing providers. Approval of CLBC-Contracted Home Sharing Providers provides guidance to analysts who are involved with the approval of home sharing providers. Monitoring of CLBC-Contracted Home Sharing Providers provides guidance to analysts who monitor home sharing contracts. Both policies apply to adults who live in home sharing arrangements that are directly contracted by CLBC. A third policy, Respite Guidelines, covers respite which, when used effectively, promotes stability and reduces stress within home sharing arrangements. This policy also provides guidance to analysts who monitor home sharing contracts.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance. Recommendations: none at this time</p>	<p>None required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services</p>
Adult Services	<p>CLBC POLICY - EXTERNAL REVIEWS</p> <hr/> <p>An External Review is a neutral third-party investigation of a situation, incident or service that results in recommendations and possible action. This policy sets out the requirements for External Reviews to ensure that they are conducted in a consistent and transparent way. This policy applies to CLBC Quality Service Managers, quality service analysts, and the Director of Quality Assurance.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance. Recommendations: none at this time</p>	<p>None Required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>

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Adult Services	<p>CLBC POLICY - INDIVIDUALIZED FUNDING</p> <hr/> <p>Individualized Funding (IF) provides individuals and families with flexible, person-centred, self-directed payment options for arranging, managing, and paying for supports and services. For more information, please see the following policies: Individualized Funding Policy (255KB pdf) Direct Funding Policy (302KB pdf) Host Agency Funding Policy (311KB pdf) More information on Individualized Funding, including related documents, can be found at Individuals & Families > Individualized Funding.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None Required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>
Adult Services	<p>CLBC POLICY - INDIVIDUAL SUPPORT PLANNING</p> <hr/> <p>This policy outlines the content required in Individual Support Plans and explains when plans are required for CLBC-funded supports.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services</p>
All adult Services must be in compliance	<p>CLBC POLICY - BATHING</p> <hr/> <p>this policy assists CLBC staff and service providers in developing bathing practices that respect an individual's wish for privacy when bathing or for assistance with other personal care activities while addressing possible risk.</p>		<p>None required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services</p>

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All adult services must be in compliance with these policies	<p>CLBC POLICY - BEHAVIOR SUPPORT AND SAFETY PLANNING</p> <hr/> <p>The “Behaviour Support and Safety Planning” policy outlines requirements for service providers who support individuals with challenging behaviours in CLBC funded services. It reflects a positive approach to behaviour supports for adults and emphasizes the importance of recognizing and understanding behaviours as a form of communication. The policy clarifies that a ‘Safety Plan’ is required whenever a restrictive practice, such as the use of restraints, is being considered. It is accompanied by the “Guide for Service Providers” that provides more detail and best practice guidance on the expectations outlined in the policy.</p>	<p>Periodically there are issues with Safety Plans. However IPR is not responsible for safety plans, CBI is responsible for ensuring they are updated and submitted to CLBC on behalf of the people we serve. Comments: We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance. Recommendations: none at this time</p>	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
Adult Services	<p>CLBC POLICY - COMMUNITY SUPPORTS</p> <hr/> <p>CLBC’s vision is one of full citizenship in which people with CLBC developmental disabilities lead good lives, have rich relationships with friends and family, financial security, choices in how they live their lives, employment opportunities and are accepted and valued as citizens. This policy outlines two methods of putting this vision into practice through the use of generic services and informal supports</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
Adult Services	<p>CLBC POLICY - COMPLAINTS RESOLUTION</p> <hr/> <p>CLBC helps families plan and connect with supports and services that will assist them in meeting their goals. However, there may be circumstances where CLBC has not responded the way a family would like. In these situations, they may want to have CLBC review or reconsider a decision or action, beginning with the facilitator or quality service analyst they have worked with and extending to the Chief Executive Officer where appropriate. The Complaints Resolution Process helps ensure that family concerns are heard and responded to.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance. Recommendations: none at this time</p>	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director

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Adult Services	<p>CLBC POLICY - CRIMINAL RECORD CHECK</p> <hr/> <p>CLBC complies with the Criminal Records Review Act (CRRRA) that sets out mandatory requirements for criminal record checks on persons working with vulnerable adults, which includes all individuals supported by CLBC, in order to help protect those vulnerable adults from financial, physical or sexual abuse. The CLBC Criminal Record Check Policy: Service Delivery supports CLBC’s compliance with the CRRRA as it applies to service providers who work with individuals supported by CLBC. The CLBC policy also establishes CLBC’s requirement for driver’s abstracts to be completed on persons who may drive individuals supported by CLBC. Criminal record checks and driver’s abstract reviews are a formal safeguard which help ensure the safety and wellbeing of individuals and form part of CLBC’s comprehensive approach to safeguards.</p>	Inclusion Powell River is responsible to ensure compliance with CLBC policy	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
Adult Services	<p>CLBC POLICY - DEVELOPMENT AND IMPLEMENTATION</p> <hr/> <p>This policy outlines the development, implementation and evaluation procedures for all CLBC policies. It clarifies the roles of CLBC and the Ministry of Social Development in the CLBC policy development process. It emphasizes the importance of consultation about policies with individuals, families, our staff, community service providers and government ministries that are affected by the policy. This ensures accountability to, and collaboration with, the people we support and our community and government partners.</p>	<p>No violations or complaints to inclusion Powell River. Periodically there are issues with Safety Plans. However IPR is not responsible for safety plans, CBI is responsible for ensuring they are updated and submitted to CLBC on behalf of the people we serve.</p> <p>Comments: We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p> <p>Recommendations: none at this time.</p>	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services

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All Adult Services must be in compliance with CLBC policy	<p>CLBC POLICY - ELIGIBILITY</p> <hr/> <p>The purpose of this policy is to provide clarification on the criteria and process used by CLBC to determine eligibility for its direct or funded supports and services. In addition, this policy addresses the need for consistency and equity in determining access to services.</p> <p>Download the Policy (253KB pdf)</p> <p>CLBC Assessment Summary – Assessor Report Form (107KB pdf)</p> <p>Information Sheets for Families: For information on Eligibility, including translation into Traditional and Simplified Chinese, French Farsi, Hindi, Korean, Punjabi, Spanish, Tagalog and Vietnamese, please click here.</p> <p>Personalized Supports Initiative: CLBC introduced the Personalized Supports Initiative (PSI) to provide services for adults who do not have a developmental disability but have both significant limitations in adaptive functioning and either a diagnosis of Pervasive Developmental Disorder (PDD) or Fetal Alcohol Spectrum Disorder (FASD). For information on the Personalized Supports Initiative, please click here.</p>	It is a contractual obligation to be in Compliance with CLBC policy when operating under their contracts.	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
Adult Services	<p>CLBC POLICY – EMPLOYMENT</p> <hr/> <p>This policy brings focus to the importance and value of employment in the lives of individuals supported by CLBC. The policy orients staff to the emphasis on employment and provides general guidance for integrating it into their work.</p>	Our responsibility is to be in compliance with CLBC policy	None Required	Director of Employment, Advocacy, Innovation & Facilities Management
Adult Services	<p>CLBC POLICY - INDIVIDUAL AND FAMILY SUPPORT</p> <hr/> <p>This policy provides information about the role of CLBC facilitators in providing individual and family support.</p>	We are contractually obligated to ensure that our services are delivered according to CLBC policy. Inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director

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Adult Services	<p>CLBC POLICY - INDIVIDUAL FINANCIAL PAYMENT</p> <hr/> <p>The Individual Financial Payment Policy: Residential Services clarifies how individuals contribute towards their shelter and support costs for CLBC funded residential services and describe CLBC staff and service provider responsibilities.</p>	<p>No violations or complaints to inclusion Powell River. Periodically there are issues with Safety Plans. However IPR is not responsible for safety plans, CBI is responsible for ensuring they are updated and submitted to CLBC on behalf of the people we serve. Comments: We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance. Recommendations: none at this time</p>	None required	Executive Director
Adult Services	<p>CLBC POLICY - PREVENTION AND REPORTING OF CRITICAL INCIDENTS</p> <hr/> <p>A critical incident is a serious or unusual event that an adult receiving services funded by CLBC is involved in. The “Critical Incidents” policy provides information about the prevention, reporting, review and follow-up of critical incidents. It outlines the roles and responsibilities of CLBC staff and contracted service providers. The guide for service providers, “Critical Incidents: Service Provider Requirements”, reviews reporting expectations. The CLBC “Critical Incident Report” form is used by unlicensed homes, community inclusion activities, and for licensed homes when the incident is not reportable to Community Care Licensing.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	None Required	Director of Adult Services

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Adult Services	<p>CLBC POLICY - PRIVACY OF PERSONAL INFO</p> <hr/> <p>The CLBC Organizational Privacy Policy describes CLBC’s approach to privacy of personal information as required by the B.C. Freedom of Information and Protection of Privacy Act (FOIPPA). It complements the CLBC Privacy Guidelines that provide an overview of privacy legislation and best practices. The policy is supported by a suite of more detailed policies which address specific aspects of privacy.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None Required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>
Adult Services	<p>CLBC POLICY - REQUEST FOR SERVICE</p> <hr/> <p>Policy describes how requests for service are recorded and how decisions are made about their priority order for funding.</p>	<p>We are contractually obligated to be in compliance with CLBC policy.</p>	<p>None required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services</p>
Adult Services	<p>CLBC POLICY - ROLE OF FORMAL AND INFORMAL REPRESENTATIVES</p> <hr/> <p>This policy clarifies the roles and responsibilities of legal decision makers in assisting individuals with developmental disabilities receiving CLBC supports and services.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None Required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>
Adult Services	<p>CLBC POLICY - SERVICE PROVISION BY FAMILY MEMBER</p> <hr/> <p>This policy outlines the exceptional circumstances under which an immediate family member can be paid to provide service to a relative who is eligible for CLBC supports.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None Required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director</p>

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Adult Services	<p>CLBC POLICY - STANDARDS FOR HOMESHARING</p> <hr/> <p>After a formal consultation process that invited feedback from key stakeholders, the Standards for Home Sharing were formally endorsed and adopted by CLBC in April 2007. These are now used as provincial guidelines for all home sharing providers.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None Required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services</p>
Adult Services	<p>CLBC POLICY - THEFT, FRAUD AND CORRUPTION</p> <hr/> <p>This policy establishes principles related to the development, implementation and regular review of processes designed to mitigate the risk of theft, fraud or corruption impacting either CLBC or an individual supported by CLBC. Click here to read the Theft, Fraud and Corruption Policy. To learn more about ways that CLBC encourages the reporting of wrongdoing and protects whistleblowers, please click here. • Whistle Blower Policy -CLBC strives to achieve the highest standards of ethical, moral and legal conduct. In support of that objective, this policy establishes a framework for reporting suspected or known irregularities, including theft, fraud and corruption, impacting either Community Living British Columbia (CLBC) or individuals supported by CLBC and for the protection of persons making such reports. This policy is applicable to employees and others who work within and with CLBC, including individuals supported by CLBC programs, service providers, contractors, CLBC board members and the general public.</p>	<p>We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.</p>	<p>None required</p>	<p>Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management</p>

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Adult Services	<p>CLBC POLICY - YOUTH TRANSITION SUPPORT</p> <hr/> <p>CLBC's vision is one of full citizenship in which the people we serve and their families lead good lives in welcoming communities. CLBC provides supports and funds a range of services for eligible adults and their families to achieve this vision. CLBC works in collaboration with youth and their families and other government organizations and ministries to support youth transitioning to adulthood. Supporting a smooth transition for youth and their families is an important priority for CLBC.</p> <p>This policy describes the role of CLBC facilitators for assisting youth and their families before a youth turns 19. The policy outlines processes that should be completed before a youth turns 19. It also includes a timeframe for completing required processes, based on a youth's age.</p>	We are contractually obligated to ensure that our services are delivered according to CLBC policy. inclusion Powell River uses CLBC to inform the development of our policies. This helps us to ensure we are in compliance.	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
from time to time we rent out homes	<p>COMMERCIAL TENANCY ACT</p> <hr/> <p>To govern the relationship between landlords and tenants.</p>		None required	Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
All vehicles are registered and licensed under this act. inclusion Powell River carries fleet insurance with ICBC	<p>COMMERCIAL TRANSPORTATION ACT</p> <hr/> <p>(1) The minister is responsible for (a) registering and licensing commercial vehicles, and (b) accounting for the revenue from registering and licensing commercial vehicles.</p> <p>(2) The minister is to supervise the Insurance Corporation of British Columbia in registering and licensing commercial vehicles, in carrying out other functions under this Act and in accounting for the revenue from registering and licensing commercial vehicles.</p>	None	None required	Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Cranberry Preschool operated by inclusion Powell River	<p>COMMUNITY CARE AND ASSISTED LIVING ACT - CHILD CARE LICENSING REGULATIONS</p> <hr/> <p>Standards for operation of child care services.</p>	inclusion Powell River has maintained a preschool license for over 25 years.	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Child and Family Services
inclusion Powell River Group Homes	<p>COMMUNITY CARE AND ASSISTED LIVING ACT - RESIDENTIAL CARE REGULATIONS</p> <hr/> <p>Residential facilities housing 3 or more adults are required to be licensed facilities and are regulated and Powell River homes are inspected by the Vancouver Coastal Health Authority-Community Care Licensing Branch The Regulations cover areas such as space guidelines, staff qualifications, health and safety, accessibility, record-keeping, care-planning, medication storage and administration.</p>	<p>Community Care Licensing inspects all licensed facilities regularly. Follow up is done as required to maintain license. Managers for the Group Homes are named as the licensees. Comments: Recommendations and follow up are documented and filed in the central filing system at the inclusion Powell River Marine Ave. Office. These processes are ongoing.</p> <p>Chilco Residences: inclusion Powell River has plans underway to replace this home with an accessible home. Licensing has required an upgrade to the bathroom.</p> <p>Golden Residence: ongoing upgrades are done.</p> <p>Joyce Residence: ongoing upgrades are done</p> <p>McGuffie Residence: Needs to be replace. Licensing has found the residence unsuitable</p> <p>Nootka Residence: ongoing</p>	Replacement of McGuffie.	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
		<p>upgrades are done</p> <p>Redonda Residence: ongoing upgrades are done as needed. See Capital Plan.</p> <p>Saanich Residence ongoing upgrades are done as needed. See Capital Plan.</p> <p>Comments: Community Care Licensing reviews all our licensed facilities annually and makes recommendations from time to time. Recommendations are followed up on as required. A written response is given and timelines are set for implementing changes and improvements.</p> <p>Recommendations: inclusion Powell River to continue to work in collaboration with CCLO.</p> <p>inclusion Powell River to advocate for least restrictive, quality care.</p>		

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
All Adult Services for persons with developmental disabilities	<p>COMMUNITY LIVING AUTHORITY ACT</p> <hr/> <p>Under this authority they are required to provide for the delivery of community living support identified by the minister and of administrative services</p> <p>a) Use available resources through its own employees, or</p> <p>b) Comply with Provincial standards prescribed by the minister under section 18 (1) (a);</p> <p>c) manage the delivery of community living support and administrative services, including, without limitation, developing policies, setting priorities and allocating resources, in accordance with its service plan, budget plan and capital plan;</p> <p>d) comply with the minister's directions in carrying out his or her power under section 18 (1) (b) to monitor and assess the authority, and comply with processes to assess performance, set by the minister under section 18 (1) (c);</p> <p>e) prepare, and submit to the minister after the end of its fiscal year, an annual report in accordance with the regulations;</p> <p>f) perform other prescribed functions and duties</p>	This is the authority under which CLBC contracts with agencies such as Inclusion Powell River to deliver the services they determine necessary to meet the requirements of this legislation	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
All Employees	<p>COMMUNITY SERVICES BENEFIT TRUST</p> <hr/> <p>Administers the employee benefit plan and the LTD plan.</p>	Status: As of Sept. 1, 2009 we are purchasing all benefits through CSBT Comments: Our LTD plan is with Community Services Benefit Trust and is now fully insured and excess cost of LTD above premiums will be the responsibility of the insurer. Disability Management Institute is responsible for the administration of our Early Intervention Program (EIP) which is used to support inclusion Powell River employees to maintain their health and return to work in a timely manner. DMI also oversees our Work Safe BC claims administration. This meets the standards of the Collective Agreement. inclusion Powell River previously	None Required	Director of Finance

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
		<p>had its employee benefits with Healthcare Benefit Trust and we may be liable for the excess premiums for LTD through our involvement with Healthcare Benefits Trust's (HBT) in previous years as their LTD plan was not insured. The CEO Network has been advocating with government that government should pick up the liability in the whole sector. To date government has not agreed. inclusion Powell River has reduced its risk by setting aside those funds required to pay the liability should we need to. The BCCEO Network has abandoned trying to negotiate with government and is now suing government. 72 agencies have joined together to pay the legal fees to pursue this action. This is currently in process. Our liability has been reduced to approx. \$271,000. Due to an error pointed out by our legal counsel. They had included excluded staff in their calculation.</p>		

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Human Resources	<p>COMMUNITY SERVICES LABOUR RELATIONS ACT</p> <hr/> <p>(1) CSSEA is deemed to be the accredited bargaining agent for (a) agencies that are members of CSSEA, and (b) the authority is for organizations whose employees are represented by a trade union.(2) CSSEA has exclusive authority to bargain collectively on behalf of agencies and the authority referred to in subsection (1) and to bind them by a collective agreement.</p>	Community Services Employers Association (CSSEA) is the legislated agent for collective bargaining on behalf of inclusion Powell River and the social services sector.	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
All programs and services	<p>CORONERS ACT</p> <hr/> <p>A person must immediately report to a coroner or peace officer the facts and circumstances relating to the death of an adult or child who the person has reason to believe has died</p> <p>1. a)as a result of violence, accident, negligence, misconduct or malpractice, b)as a result of a self-inflicted illness or injury, c)suddenly and unexpectedly, when the person was apparently in good health and not under the care of a medical practitioner, d)from disease, sickness or unknown cause, for which the person was not treated by a medical practitioner, e)during pregnancy, or following pregnancy in circumstances that might reasonably be attributable to pregnancy, f)if the chief coroner reasonably believes it is in the public interest that a class of deaths be reported and issues a notice in accordance with the regulations, in the circumstances set out in the notice, or g)in any prescribed circumstances</p> <p>2.If a child died in circumstances other than those described in subsection (1), a person who, by regulation, must report child deaths, must immediately report to the chief coroner, in the form required by the chief coroner,</p> <p>a. the facts and circumstances relating to the child's death, and</p> <p>b. any other information required by the chief coroner.</p>	None	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
All programs and services	<p>CRIMINAL CODE CHAPTER C-46</p> <hr/> <p>All offences and definitions are delineated in the act</p>			Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
Human Resources - inclusion Powell River Staff and volunteers	<p>CRIMINAL RECORD CHECK</p> <hr/> <p>1. There is a fee for having criminal record checks completed 2. The acceptable methods of paying the fee for a criminal record check are certified cheque, money order and credit card.</p>	None	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
All employees, volunteers and contracted personnel providing service to children and adults	<p>CRIMINAL RECORDS REVIEW ACT CHAPTER 86</p> <hr/> <p>The purposes of this Act are to help prevent a) the physical and sexual abuse of children, and b) the physical, sexual and financial abuse of vulnerable adults. Nothing in this Act is to be interpreted so as to diminish any other requirements that may be imposed under an agreement or any other law on those who work with children or work with vulnerable adults. The CCRA requires that inclusion Powell River conduct criminal record reviews on all staff, volunteers and caregivers working with adults and children. These reviews are done by the Provincial Criminal Records Review Program of the B.C. Ministry of the Attorney General.</p>	Criminal Record Checks must be completed for all employees and volunteers at inclusion Powell River prior to starting and every 5 years following. 4. The Dept. of the Attorney General makes the decision as to whether any criminal offense prevents an individual from working with vulnerable individuals and notifies us with their decision.	None required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Organization	<p>DOCUMENT DISPOSAL ACT</p> <hr/> <p>The Document Disposal Act defines the parameters in which documents (includes a documents such as defined in the Interpretation Act) may be disposed. For inclusion Powell River this includes documents such as defined in program contracts, administrative and financial and those referred to in the Society's Act and inclusion Powell River constitution.</p> <p>The officer in charge or in custody of the documents deposited in a ministerial office or record office may, subject to the regulations and to every approval required by this Act, destroy or otherwise dispose of the documents deposited which are not considered of sufficient public value to justify their preservation.</p>	<p>inclusion Powell River has a comprehensive Records Management Policy and Procedure that meets the Provincial Government standards. The amount of archiving necessary has been greatly reduced by holding our client files electronically.</p>		Executive Director
Physiotherapy and Occupational Therapy Programs Offered	<p>EARLY INTERVENTION THERAPY GUIDELINES</p> <hr/> <p>The 2009 handbook is intended to guide the consistent delivery of quality Early Intervention Therapy (EIT) services across British Columbia. It replaces the 1995 Early Intervention Program Guidelines, developed by the Ministry of Health and Ministry Responsible for Seniors. The handbook revision was based on a best practice literature review, cross-jurisdictional research, and extensive consultation with stakeholders. This handbook is a resource for organizations providing EIT services and Ministry of Children and Family Development staff responsible for administering EIT service contracts. It may also be of interest to families of children with special needs and other community members to support their understanding of the EIT Program's standards of service delivery. EIT services must be provided in accordance with the guidelines set out in this handbook.</p>	None	None required	Director of Child and Family Services
All Employees	<p>ELECTIONS ACT</p> <hr/> <p>An Act respecting the election of members to the House of Commons, repealing other Acts relating to elections and making consequential amendments to other Acts.</p> <p>*****</p> <p>Employees are entitled to Time off to vote.</p>	None		Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Elevators at the Jean Pike Centre and the Marine Offices	<p>ELEVATING DEVICES SAFETY ACT & REGULATIONS OF BC</p> <hr/> <p>An Act to Provide for the Licensing and Regulating of Elevators and Certain Other Types of Lifts.</p>	None	Continue to maintain a contract for the Elevators to be inspected monthly and repaired as needed	Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
Adults with Disabilities	<p>EMPLOYMENT AND ASSISTANCE FOR PERSONS WITH DISABILITIES ACT</p> <hr/> <p>To be eligible for disability assistance or hardship assistance under this Act, a family unit must include a person with disabilities.</p>	None	Assist families and individuals with access to benefits	Director of Employment, Advocacy, Innovation & Facilities Management
Adults with Disabilities	<p>EMPLOYMENT AND ASSISTANCE FOR PERSONS WITH DISABILITIES REGULATION</p> <hr/> <p>For a family unit to be eligible for disability assistance or a supplement, an adult in the family unit must apply for the disability assistance or supplement on behalf of the family unit unless</p> <p>a) the family unit does not include an adult, or</p> <p>b) the spouse of an adult applicant has not reached 19 years of age, in which case that spouse must apply with the adult applicant.</p>	None	Assist families and individuals with access to benefits	Director of Employment, Advocacy, Innovation & Facilities Management
All employees and individuals we serve under our Employment Support Services program	<p>EMPLOYMENT STANDARDS ACT</p> <hr/> <p>The Employment Standards Act and Regulations set out the basic rules for wages and working conditions in BC. They also define who is an employee and who is a contractor, which is important in programs that are delivered through contracted caregivers. inclusion Powell River's Collective Agreement supersedes the Employment Standards Act for unionized staff. For more information, go to www.labour.gov.bc/esb</p> <p>Statutory holidays are defined in the act and in the collective agreement.</p>	None	Follow the Collective Agreement. Follow guidelines developed for exempt employees.	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources

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All Employees	<p>FAMILY DAY ACT</p> <hr/> <p>The day in February prescribed under this Act is a public holiday to be observed as "Family Day".</p>	Comply with the Legislation		Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
All Adults Served through CLBC	<p>FIELD GUIDE TO DEATH & DYING</p> <hr/> <p>Procedures to follow should an individual served through CLBC funding pass away.</p>		no action required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Organization	<p>FINANCE MINISTRY - CORE POLICY AND PROCEDURE MANUAL FOR ALL MINISTRIES</p> <hr/> <p>Selection and Award 1. Ministries must award contracts on the basis of the criteria set forth in the solicitation documents. 2. The rationale for the ranking of all proponents must be documented. 3. Ministry staff must participate in the evaluation process to select the successful contractor(s). 4. Before considering a bid or proposal, ministries must ensure that it meets all mandatory requirements specified in the solicitation documents. 5. In the case of ITTs and ITQs, contracts must be awarded to the lowest-priced qualified bidder meeting the terms and conditions of the solicitation document. 6. In the case of a SRFP or RFP, the contract must be awarded to the proponent whose proposal meets all mandatory proposal requirements, and achieves the highest overall rating of all evaluation criteria specified in the solicitation documents. 7. In all situations where an alternate evaluation methodology is required (e.g., dual track negotiation, best and final offer), a full description of the methodology must be provided in the solicitation document and the process as stated must be followed to determine the successful proponent. 8. Ministry staff must not do or say anything to create a verbal contract on behalf of the government. 9. Multi-year contracts are permitted when the stability of the longer time frame supports better value to government. However, they must not be established through ongoing amendments and extensions of standard term contracts, unless the extensions were planned and included as part of a competitive process. 10. Ministries where practical and depending on the size of the contract, must undertake measures to conduct appropriate due diligence on prospective contractors such as, but not limited to: credit and background checks; business reference checks; and identification of shareholders, directors and officers of the company. 11 .Ministries must post on BC Bid a contract award summary for each competitive opportunity (e.g., SRFP, RFP, ITT, ITQ, RCSA, and RFSO) that was advertised on BC Bid.</p>	inclusion Powell River follows bid process		Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
inclusion Powell River owned or operated facilities	<p>FIRE CODE AND REGULATIONS</p> <hr/> <p>inclusion Powell River facilities must comply with provincial and municipal fire regulations. Fire safety, including equipment checks and fire drills, are included in the inclusion Powell River Occupational Health and Safety Program. All facilities are inspected regularly by the Community Care Licensing Branch-Ministry of Health (if applicable) and Municipal Fire Inspectors to ensure compliance with fire regulations. All facilities are monitored through internal safety inspections by staff every 6 months and annual preventative maintenance inspections by the Director of Finance.</p>	None	Fire, earthquake, utility failure, bomb threat, bio-hazardous materials, medical emergencies, and safety during violent or other threatening situations drills are being conducted and monitored in each program. The fire department visits inclusion Powell River buildings and has provided written reports or makes recommendations. Follow up is done on all recommendations.	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
All employees, contracted personnel, volunteers, individuals and families served by inclusion Powell River	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</p> <hr/> <p>The FOIPPA Act is designed to protect citizens' rights to privacy and access to their own personal information when dealing with public bodies. The PIPA Act is designed to protect citizens' rights to privacy and access to their own personal information when dealing with businesses. Although inclusion Powell River is not a public body and so is not directly governed by FOIPPA, it delivers services on behalf of CLBC/MCFD; MSD, which is a public body. We collect and keep personal information about consumers in order to deliver these services, and parts of our consumer files actually belong to CLBC/MCFD; MSD.</p>	None	The agency maintains policies and practices that protect and respect privacy. Have the Director of HR deliver training to all Directors and Program Managers	Executive Director

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
inclusion Powell River sponsors raffles for fundraising for the Self Advocates group	<p>GAMING CONTROL ACT</p> <hr/> <p>The lottery corporation is responsible for the conduct and management of gaming on behalf of the government</p>	The Agency complies with the act.	Continue to obtain lottery licenses and comply with this regulation. Continue to require that all fundraising plans be approved by the Executive Director.	Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
The whole organization	<p>GAMING POLICY OVERVIEW</p> <hr/> <p>This mandate includes regulatory oversight of the British Columbia Lottery Corporation (which conducts and manages lotteries, casinos and commercial bingo halls), all gaming services providers and gaming workers, B.C.'s horse racing industry and licensed gaming events. The Branch also manages responsible gambling programs and manages the distribution of gaming funds received by organizations. The Branch carries out its mandate under the provincial Gaming Control Act and Gaming Control Regulations and Canada's Criminal Code.</p>			Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
inclusion PR	<p>GOODS AND SERVICES TAX</p> <hr/> <p>is a multi-level value added tax introduced in Canada on January 1, 1991, by then-Prime Minister Brian Mulroney and his finance minister Michael Wilson. The GST replaced a hidden 13.5% manufacturers' sales tax (MST); Mulroney claimed the GST was implemented because the MST was hindering the manufacturing sector's ability to export competitively. The introduction of the GST was very controversial. The GST rate is 5%, effective January 1, 2008.</p>			Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management

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Child and Family Services	<p>GRANDPARENTS RAISING GRANDCHILDREN - A LEGAL GUIDE</p> <hr/> <p>If you're a grandparent or other relative raising a family member's child, you can get information and advice from the Grandparents Raising Grandchildren (GRG) Support Line to:</p> <ul style="list-style-type: none"> •deal with complex services systems such as the Ministry of Children and Family Development, •find the answers, assistance, and resources you need to prevent or solve problems, and •learn about benefits and services that will support your whole family. <p>The GRG Support Line is staffed by two part-time advocates trained in advocacy, social work, family law, and government services related to kinship caregiving.</p> <p>Contact the GRG Support Line:</p> <ul style="list-style-type: none"> •604-558-4740 (Greater Vancouver) •1-855-474-9777 (call no charge, outside Greater Vancouver) •by email <p>Monday, Tuesday, Thursday, and Friday from 11 a.m. to 3 p.m.</p> <p>At other times, you can leave a voicemail message or send an email, which will be returned promptly.</p>	Provide information to grandparents raising children	none required	Director of Child and Family Services
Licensed Kitchen at Cranberry Children's Centre	<p>HEALTH ACT</p> <hr/> <p>Food Premises Regulation 210/99 (Effective March 31, 2009)</p>	None	None required - maintain current practices and licensing	Director of Child and Family Services

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All worksites and programs	<p>HEALTH ACT OF CANADA -WHMIS</p> <hr/> <p>The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of (material) safety data sheets ((M)SDSs) and worker education and training programs.</p>	Have 1 staff trained at each site in WHMIS standards who is responsible to maintain the WHMIS standards at that site.	Ensure there is 1 trained staff at each site	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Child and Family Services; Director of Human Resources; Director of Adult Services
All employees and individuals served by inclusion Powell River	<p>HEALTH CARE ACT - BC</p> <hr/> <p>Governs the Regional Health Authorities and the identification and response to communicable diseases.</p>	<p>All staff that provides direct care to adults is required to have a TB test. If we receive a positive screening test for TB – we require the employee to arrange an x-ray and then have the doctor review the x-ray and document that they are negative.</p> <p>Hepatitis B immunization is offered to staff that are at risk of being exposed. Policies and procedures reflect currently accepted practices regarding Hepatitis B, universal precautions, etc. Food Safe training is offered to staff working in group homes. We have a written plan on how to respond if there is an outbreak of a communicable disease that put our clients and employees at risk.</p>	No actions required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Association	<p>HUMAN RESOURCE FACILITY ACT</p> <hr/> <p>Loans may be made under the act to non-profit societies providing services. The government may require under the act that a lien be place on the property requiring that the loan be repaid should the property ever be sold.</p>	<p>Community Living Place property in Cranberry has a lien on it for the cost of replacing the roof from many years ago. We are currently in the process of paying out the loan.</p>	<p>Complete the pay out of the loan.</p>	<p>Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management</p>
All employees, contracted personnel, volunteers, individuals and families served by inclusion Powell River	<p>HUMAN RIGHTS CODE - BC</p> <hr/> <p>The B.C. Human Rights Code protects all citizens of B.C. from discrimination on the basis of several grounds, including sex, age, race, sexual orientation and physical or mental disability. It is intended to promote a climate where all people are equal in rights and dignity; prevent discrimination on a number of grounds; and provide for a means of redress for people who have been discriminated against. It establishes a tribunal to oversee the legislation and accepts and resolves human rights complaints through mediation and or hearings. For more information, including how to make a complaint, go to www.bchrt.bc.ca</p>	<p>inclusion Powell River has policies in place to address harassment, bullying and discrimination. The Collective Agreement has a Harassment clause that we follow when an employee makes a formal complaint.</p>	<p>Training for all staff on bullying and harassment this year.</p>	<p>Director of Human Resources</p>
Association	<p>LABOUR RELATIONS CODE - BC</p> <hr/> <p>The Collective Agreement that we operate under is negotiated between the legislated bargaining agents who are the Community Social Services Employers and the Community Social Services Bargaining Association of Unions. The Collective Agreement supersedes employment standards. Labour law may have an impact should there be an illegal strike or where a collective agreement cannot be reached. The Labour Board may be used to resolve issues related to essential service levels, strike or lock-out.</p>	<p>We have a five year collective agreement that expires March 31, 2019. Labour Relations Code applies to exempt employees</p>	<p>No action required</p>	<p>Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources</p>

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
	<p>MCFD - SERVICE POLICY</p> <hr/> <p>This document sets out requirements for the contracting financial reporting, administrative costs, unearned revenue and surplus/deficits for the Ministry of Family Development (MCFD) procurement and contract management staff and contracted service providers¹. It also presents principles and descriptions, as well as associated legislation, policies and standards to ensure there is common understanding and application.</p> <p>MCFD CONTRACT MANAGEMENT MANUAL</p> <hr/> <p>This document is aligned with and complementary to the ministry's Contract Management Manual (under development) and a link to the Manual will be established in August 2013. Over the next 3 years this document may evolve as the MCFD contracting reporting framework and performance management system is established and implemented.</p>		No action required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Child and Family Services; Executive Director
all employees and volunteers	<p>MOTOR VEHICLE ACT</p> <hr/> <p>(10) Despite this section, but subject to subsection (11), a person must not drive or operate a motor vehicle or trailer referred to in this section unless</p> <p>(a) the person holds a subsisting driver's licence of a class appropriate to the category of motor vehicle driven or operated,</p> <p>(b) the person is insured under a valid and subsisting driver's certificate, and</p> <p>(c) the motor vehicle and the trailer, if any, are insured under a valid and subsisting motor vehicle liability policy evidenced by an owner's certificate.</p>	inclusion PR obtains a copy of every employees driver's license and ensures it is valid. inclusion PR also obtains a copy of every employees insurance to ensure its validity. Drivers abstracts are obtained annually and reviewed to ensure the employee and volunteer are safe drivers.	No action required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
All children and adults using special equipment for mobility	<p>MOTOR VEHICLE RESTRAINT SYSTEMS AND BOOSTER SEATS SAFETY REGULATIONS</p> <hr/> <p>Child restraint systems, infant restraint systems, booster seats, restraint systems for disabled persons and restraint systems for infants with special needs are prescribed classes of equipment for the purposes of section 5 of the Act. PART 3 – CMVSS 213.1 - Infant Restraint Systems</p>	inclusion Powell River employees are to ensure that all systems used to transport children or adults needing equipment, that the equipment is approved by Canada Transport.	inclusion Powell River to upgrade its practices of monitoring tie-downs and lifts on Lift equipped vehicles. The Director of	Director of Finance; Director of Human Resources

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
	PART 4 – CMVSS 213.2 - Booster Seats PART 5 – CMVSS 213.3 - Restraint Systems for Disabled Persons PART 6 – CMVSS 213.5 - Restraint Systems for Infants with Special Needs		Finance is in discussion with Dynamic Specialty Vehicles about training someone locally in maintenance and repair of the wheelchair lifts. We think this would greatly improve the safety of the lift and tie downs and ensure their maintenance meets a higher standard. The cost of taking vehicles to Vancouver for repairs is very difficult for us, so we tend to only take them when they break down and are not as proactive as we should be. Due to budget constraints we are not able to replace vehicles as frequently as in the past making this a greater concern.	
Association Vehicles	MOTOR VEHICLE SAFETY ACT/REGULATIONS, MOTOR CARRIER ACT AND DEPT. OF TRANSPORTATION The Motor Vehicle Act and Regulations governs licensing and any requirements regarding the use and operation of a vehicle. Embedded in the Motor Vehicle Act and Regulations is the requirement for operators and carriers of commercial	inclusion Powell River requires all staff to have a Class 4 license as a condition of ongoing employment. Accommodations are periodically made for staff unable to obtain the license due to disability or	An issue concerning safety of one of our older wheelchair lifts has come to our attention. We are challenged to find	Director of Finance

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
	<p>vehicles / specialized vehicles to adhere to some of the requirements of the National Safety Code. A Class #4 drivers' license is required for special buses used to transport people with disabilities and other commercial / special vehicles – also permits the holder to operate vehicles in Class 5. All small buses must have a Commercial Vehicles Inspection every six months. Trip inspections must be conducted prior to operation of an inclusion Powell River vehicle. Where inclusion Powell River's employees use their own vehicles to transport individuals or families, they must maintain their vehicles and insurance according to inclusion Powell River requirements as the Motor Carrier Act does not apply.</p>	<p>where they are not transporting the people we serve or where the employment is term certain and will be over before it is possible to obtain the license. We now periodically hire employee's underage for obtaining a Class 4 license and have to accommodate them until such time as they can get their license. Commercial vehicle inspections are done as required by law. inclusion Powell River has a requirement for 6 month inspections for all vehicles owned and operated by inclusion Powell River. Policies and practices are in place to address trip inspections, accident reporting and emergencies. Copies of insurance and drivers abstracts are required to be submitted to inclusion Powell River by all employees on an annual basis as employees frequently use personal vehicles for work use. Where personal vehicles are used regularly for work business use insurance is required and paid for by inclusion Powell River. All employees are required to follow all regulations under the Act.</p>	<p>local businesses with mechanics qualified to maintain the lifts and are currently taking vehicles to Dynamic Speciality Vehicles in Surrey</p>	

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Association	<p>MULTICULTURALISM ACT</p> <hr/> <p>inclusion Powell River is required to operate with the framework set out in the Multiculturalism Act. CARF and our MCFD contracts require we demonstrate an understanding and commitment to cultural competency and ensure that the principles and practices of cultural competence are incorporated into service delivery. This means considering the needs of a diverse community when designing and delivering programs, and being sensitive and responsive to the multicultural reality of Powell River and the surrounding area. For more information and resources about multiculturalism and anti-racism, go to www.mcaaws.gov.bc.ca</p>	<p>inclusion PR has endeavored to improve access to our services and employment opportunities to the aboriginal community of Sliammon. inclusion Powell River endeavors to honour diversity and provide training to staff to ensure this. We participate in community meetings related to diversity issues.</p> <p>We are now hiring employees who have moved to Powell River from other countries.</p>	<p>To continue monitoring and following up on the Cultural Diversity Plan and do staff training required by CARF.</p> <p>To ensure employees act in keeping with the act.</p>	<p>Director of Human Resources</p>
Early Intervention and School Age Therapies Program	<p>OCCUPATIONAL THERAPIST REGULATIONS</p> <hr/> <p>A registrant may assess occupational performance and modify human and environmental conditions to maintain, restore or enhance occupational performance and health.</p>	<p>None</p>	<p>Continue to ensure compliance with the regulations</p>	<p>Director of Child and Family Services</p>

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Organization	<p>OFFICE OF THE FIRE COMMISSIONER BC</p> <hr/> <p>It has earned the trust of British Columbians by offering: Progressive advice about fire safety Innovative recommendations about fire prevention Collaborative communication with the fire services in the province.</p> <p>In addition, the Office of the Fire Commissioner (OFC): Advises provincial government agencies on broad fire safety issues Is a liaison between the provincial government and the fire service providing advice on all fire safety and prevention matters Reviews and monitors a broad scope fire safety issues throughout B.C. to ensure that consistent advice and recommendations are provided to the public to increase fire safety awareness.</p>		No actions required	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources
Organization	<p>PASSENGER TRANSPORTATION ACT</p> <hr/> <p>Powers, functions and duties of the registrar 4 (1) Without limiting section 2 (3), the registrar may (a) maintain an electronic or other index identifying licensees and permit holders and setting out the status of their respective licences and temporary operating permits, (b) make the index referred to in paragraph (a) available to the public in any manner that the registrar considers appropriate, and (c) make rules of procedure respecting all applications, submissions and matters coming before the registrar. (2) The registrar must make accessible to the public any rules of procedure made under this section and may waive or modify one or more of those rules in exceptional circumstances. (3) The registrar may delegate the registrar's powers, functions and duties as follows: (a) the registrar may delegate any or all of the registrar's powers under sections 46, 47 and 48 to a person referred to in section 2 (2); (b) the registrar may delegate any or all of the registrar's powers under Part 4 to (i) a person appointed under the Public Service Act, (ii) a person referred to in section 2 (2), (iii) a government agent, (iv) the Insurance Corporation of British Columbia, or (v) an agent of the Insurance Corporation of British Columbia; (c) the registrar may delegate any or all of the other powers, functions and duties of the registrar under this Act to a person referred to in any of subparagraphs (ii), (iii), (iv) or (v) of paragraph (b). (4) The powers, functions and duties delegated under subsection (3) must be carried out in accordance with any directives issued by the registrar. (5) For the purpose</p>			Director of Finance

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
	of subsection (4), the registrar may issue general or specific directives in the form and manner the registrar considers appropriate.			
Organization	<p>PERSONAL INFO & PROTECTION & ELECTRONIC DOCUMENT ACT</p> <p>The purpose of this Act is to govern the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.</p>		Director of HR train all employees on disclosure of information	Executive Director
All licensed Group Homes	<p>PHARMACIST, PHARMACY OPERATIONS AND DRUG SCHEDULING ACT</p> <p>Licensed residential services maintain a Medication Safety Advisory Committee (including a Pharmacist) to annually review the medication administration policy and practice in each home in conjunction with the pharmacist.</p>	None	None required - continue compliance to regulations	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
Adults	<p>POWER OF ATTORNEY ACT</p> <p>Power to make decisions on behalf of another person under a prescribed format.</p>	None	Continue to ensure compliance with the regulations	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services
Children's Residence	<p>PRACTICE GUIDELINES FOR FAMILY CARE HOMES</p> <p>These standards are part of a service agreement for residential. The purpose is to ensure consistent, high quality services for children and youth in care who live in staffed residential settings. The standards in this document are well-researched and establish a structured, useable and effective approach to providing staffed residential services to children. The standards are mandatory.</p>	None	None required	Director of Child and Family Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
not providing foster home services at this time	<p>PROTOCOLS FOR FOSTER HOMES</p> <hr/> <p>These standards are part of a service agreement for residential. The purpose is to ensure consistent, high quality services for children and youth in care who live in staffed residential settings. The standards in this document are well-researched and establish a structured, useable and effective approach to providing staffed residential services to children. The standards are mandatory.</p>	None	None required	Director of Child and Family Services
Organization	<p>PROVINCIAL SALES TAX</p> <hr/> <p>Governs collection and submission of the provincial social services taxes</p>	Comments: remain aware of the legislation should we sell product.	Continue to be in Compliance with This Act	Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
All Adults Served	<p>PUBLIC GUARDIAN & TRUSTEE ACT</p> <hr/> <p>The Public Guardian and Trustee may(a) act as an executor under a will or as an administrator of an estate,(b) act, either alone or jointly with another person, as a trustee if the Public Guardian and Trustee is appointed a trustee(i) in a will, settlement or other instrument creating the trust,(ii) by a majority of a trust's beneficiaries who have reached 19 years of age and are otherwise capable of making the appointment,(iii) by a court,(iv) by a statute, or(v) by agreement of the Public Guardian and Trustee, and(c) act as attorney of a person in accordance with the terms of a power of attorney or an enduring power of attorney.</p>	Where the individual's guardian is the public trustee, it is our responsibility as the agency caring for the individual to seek permission from the public guardian for health care.	No action required	Director of Adult Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Union and inclusion PR	<p>PUBLIC SECTOR EMPLOYERS ACT</p> <hr/> <p>a) to ensure the coordination of human resource and labour relations policies and practices among public sector employers, and b) to improve communication and coordination between public sector employers and representatives of public sector employees.</p>	None	No actions required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
inclusion Powell River Administration	<p>PUBLIC SECTOR EXECUTIVE COMPENSATION REPORTING GUIDELINES</p> <hr/> <p>Requirement that government funded organizations report to PSEC all Executive Salaries of \$125,000 or more.</p>	Required to respond and let PSEC know in writing that inclusion Powell River does not have any employees in this category. Comments: CSSEA sends out an annual reminder	Continue to respond and notify PSEC that inclusion Powell River does not have any employees in this category.	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
All adults served	<p>REPRESENTATION AGREEMENT ACT</p> <hr/> <p>The purpose of this Act is to provide a mechanism</p> <p>(a) to allow adults to arrange in advance how, when and by whom, decisions about their health care or personal care, the routine management of their financial affairs, or other matters will be made if they become incapable of making decisions independently, and</p> <p>(b) to avoid the need for the court to appoint someone to help adults make decisions, or someone to make decisions for adults, when they are incapable of making decisions independently.</p>	In order to better provide support.	Offer Training to families and staff	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Adult Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Self-Advocates that are tenants; the agency when it leases property for its use or when we lease our properties to others	<p>RESIDENTIAL TENANCY ACT</p> <hr/> <p>Governs landlords and determines the rights of tenants.</p>	inclusion Powell River support workers advocate for or with self-advocates as needed. We have 3 homes rented out and need to stay conversant with the act.		Director of Finance; Director of Employment, Advocacy, Innovation & Facilities Management
Organization	<p>SOCIAL SERVICES EMPLOYERS REGULATION</p> <hr/> <p>In this regulation, "Act" means the Public Sector Employers Act. For the purposes of paragraph (g) of the definition of "public sector employer" in the Act, the following employers are designated: inclusion Powell River is named in the list of employers.</p>	None	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
Organization	<p>SOCIETY ACT</p> <hr/> <p>Governs the constitution and by-laws of a Non-Profit Society.</p>	The organization complies with applicable requirements outlined in the Society Act and inclusion Powell River Constitution and By-Laws. A new act will be proclaimed Nov, 27, 2016	Recommendations to Board and members for changes that comply with the Act.	Director of Employment, Advocacy, Innovation & Facilities Management
No foster care services for children at present.	<p>STANDARDS FOR FOSTER HOMES</p> <hr/> <p>These standards are part of a service agreement for residential service for an individual living in a group home that is underage. The purpose is to ensure consistent, high quality services for children and youth in care who live in staffed residential settings. The standards in this document are well-researched and establish a structured, useable and effective approach to providing staffed residential services to children. The standards are mandatory.</p>	None	None Required	Director of Child and Family Services

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Children's Residence	<p>STANDARDS FOR STAFFED CHILDREN'S RESIDENTIAL SERVICES.</p> <hr/> <p>The purpose is to ensure consistent, high quality services for children and youth in care who live in staffed residential settings. The standards in this document are well-researched and establish a structured, useable and effective approach to providing staffed residential services to children. The standards are mandatory.</p>	None	Not required	Director of Child and Family Services
Organization	<p>STRATA PROPERTY ACT</p> <hr/> <p>Except as otherwise provided in this Act, the strata corporation is responsible for managing and maintaining the common property and common assets of the strata corporation for the benefit of the owners. 1999-21-2 (B.C.Reg. 43/2000).</p>	Status: Marine Ave office property is part of strata. The strata council operates in compliance with the law. Executive Director sits on the Strata Council Board.	None Required	Director of Employment, Advocacy, Innovation & Facilities Management; Executive Director
Organization	<p>WORKERS COMPENSATION ACT</p> <hr/> <p>Governs the health and safety of employees in the organization. WorkSafe BC Regulations outline many safety practices that are required by employers. There is a requirement under the Act to maintain an ongoing Health and Safety committee made up of employees and management. Work Safe BC also does financial audits of our accounting records to ensure that we are paying appropriately.</p>	Status: In compliance with the act. Regular inspections and audits are done by Worksafe BC to ensure our compliance. No violations. Comments: Occupational Health & Safety Committee does investigations and reviews any accidents at the regular Health and Safety Committee meetings. Occupational Health and Safety Committee meets regularly and files minutes with WorkSafe BC. In addition inclusion Powell River supports the H.O.P.E. committee that develops recommendations to management with regards to the Health of inclusion Powell River Employees. The Director of Human Resources is an active member of this committee.	None required - continued compliance	Director of Employment, Advocacy, Innovation & Facilities Management; Director of Human Resources

Applicable Service Area	Legislation	Compliance Comments	Actions	Who to Do
Organization	<p>YOUTH CRIMINAL JUSTICE ACT</p> <hr/> <p>The act protects the rights of youth in the courts.</p>	<p>inclusion Powell River advocates for our clients should they be in conflict with the law. It is our perspective that individuals with developmental disabilities will not benefit from punishment through the justice system and that generally where individuals have had conflict with the law it is because their supports are inadequate. inclusion Powell River works with local courts and enforcement workers in the best interests of the people we serve and the community.</p>	<p>No actions required</p>	<p>Director of Child and Family Services</p>