



Lifetime Networks
Compliance and Improvement Plan
(Legal Requirement – E.)

To be compliant in all Legal areas Lifetime Networks has created a Plan that includes the review of compliance in all areas as well as goals for improvement.

Adult Guardianship Legislation

The 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) 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 independent decisions.

To ensure all individuals who have any type of Legal Representation Lifetime Networks is having our Data Base updated to enable accurate tracking

Canadian Charter of Rights and Freedoms

The Charter is part of the Constitution of Canada. It guarantees legal, democratic and equality rights to all citizens.

Lifetime Networks recognizing the Canadian Charter of Rights and Freedoms for all Individuals served, staff and other stakeholders

Human Rights Code

The B.C. Human Rights Code protects all citizens of B.C. from discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation. 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.

LN demonstrates acceptance of diversity in its hiring of staff and volunteers and acceptance of individuals supported. An annual review is completed in our annual Cultural Diversity Plan

Employment Standards Act

The Employment Standards Act and Regulations set out the basic rules for wages and working conditions in B.C.

Lifetime Networks recognizes the importance of applying all the Employment Standards acts for it's employees. We have created a more robust Data Base and are working with Inclusion by IBEX to ensure all mandatory requirements are met for all Employees.

Multiculturalism Act

Lifetime Network is required to operate within the framework set out in the Multiculturalism Act. The CLBC contract requires that 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 the diverse community when designing and delivering programs, and being responsive to the multicultural reality in our region.

A review is completed annually as part of our Cultural Diversity Plan.

Freedom of Information and Protection of Privacy Act (FOIPP)

The FOIPP Act is designed to protect citizens' rights to privacy and access to their own personal information when dealing with public bodies. Although Lifetime Network is not a public body and so is not directly governed by the Act, it delivers services on behalf of CLBC, which is a public body. We collect and keep personal information about individuals served and employees in order to deliver these services, and specific documents in our individual's files belong to CLBC (Critical Incidents). Individuals may view information held by the Lifetime Network at any time.

CLBC Contractual Requirements

Lifetime Network provides services under contract with Community Living British Columbia (CLBC). The Directors negotiate these contracts and are responsible for the expenditure of funds and delivery of services accordingly.

The Financial Director is responsible for submitting all Service Level Reports to CLBC.

The Financial Director is responsible for submitting the CSSEA report.

The Employment Specialist is responsible for submitting the WDA Report.

CARF Accreditation Standards - Legal Requirements

CARF Standards require reporting on any matters related to litigation, allegations of wrongdoing, complaints, malpractice, or violations of individual's rights or an organization's code of ethics. Reports should cover matters that have occurred annually, to the extent that they relate to CARF Standards.

Canada Revenue Agency

CRA administers areas such as remitting tax, EI and CPP contributions on behalf of employees, issuing T-4 slips. It also requires compliance with the regulations that apply to Lifetime Network's charitable status.

All Payroll requirement are completed through our Payroll Company, Inclusion by IBEX.

Lifetime Networks Society Reports and CRA T3010 reports have been filed in a timely manner.

In order to ensure on-going compliance, we have developed and continue to improve on our tracking systems within our Data Base.

Employment Standards

The Employment Standards Act (ESA) and Regulations set out the basic rules for wages and working conditions in B.C.

Lifetime Networks follow the Employment Standards as we are not regulated by Union Requirements.

We ensure all employees are receiving minimum wage or more and that the appropriate Holiday Pay level is being applied. i.e. Minimum of 4% in the first five years and 6% in years following.

Criminal Records Review Act (CCRA)

The CCRA requires that Lifetime Network conduct criminal record reviews on all staff and volunteers prior to commencing work with the individuals served. These reviews are completed by the Provincial Criminal Records Review Program of the B.C. Ministry of Public Safety and Solicitor General. Lifetime Networks requires CRC's for all employees, volunteers and students who provide service to individuals. These must be renewed every five years.

Workers' Compensation Act and Occupational Health and Safety Regulations

Govern the health and safety of employees in the workplace. WorkSafeBC outlines the safety practices that are required by employers in the act and OHS regulations.

Lifetime Networks has an active OH&S Committee with representation from Management and other staff. The committee is currently chaired a Program Coordinator.

Fire Regulations

All Lifetime Network facilities must comply with provincial and municipal fire regulations. Fire safety, including equipment checks and fire drills, is included in the Lifetime Network Health and Safety Program. The Lifetime Network location is inspected regularly by the Municipal Fire Inspectors to ensure compliance with fire regulations.

Lifetime Networks completes regular safety drills to ensure the safety of all Lifetime Networks staff, volunteers and other stakeholders. A data tool has been created and additional upgrades to our Data Base will ensure all drills at all locations are completed. For details on the drill see the Health and Safety Plan.

Health Care Act

Governs the Regional Health Authorities and the identification and response to communicable diseases

Lifetime Networks has an Infection Control Policy.

Follow Provincial Health Authority directions in relation to the COVID-19 Pandemic

Lifetime Networks as a COVID safety plan.

Motor Vehicle Act

The Motor Vehicle Act and Regulations govern licensing and any requirements regarding the use and operation of a vehicle. Lifetime Network employees operate vehicles in the provision of services

Lifetime Networks has policies in place regarding employees' driving the individuals we support. Lifetime Networks also has an extensive Safety Plan in regards to transporting individuals during a Pandemic.

Requirements are tracked in our HR Data Base system.

Generally Accepted Accounting Principles (GAAP)

A common set of accounting principles, rules and procedures established by the Canadian Institute of Chartered Accountants.

Lifetime Networks follows the GAAP and works closely with Baker Tilly to ensure compliance

Canada Revenue Agency - Fundraising

As a Charitable Organization Lifetime Networks must follow CRA Fundraising guidelines.

Lifetime Networks Compliance Plan 2021

Compliance 2021 Goal Grid

| # | 2020 Improvement Goal | 2021 Improvement Goal | Indicator for Success | Person Responsible | Target Date | 2020 Completion date/status | 2021 Completion date/status |
|----|--------------------------------------|---|---|----------------------|-------------|--|-----------------------------|
| 1. | Have all staff up to date on Privacy | Ensure Staff complete Privacy training upon hire. | All staff hired will have completed the CLBC Privacy Training | Julie (HR) & Carlene | On-going | certificates are not updated in files. An audit will be done and completed by December 31/2020 | |
| 2. | | Complete Service Level Reports in a timely manner | All SLR will be submitted within two weeks of receipt of the report | Carlene | On-going | Extension given because of COVID will be completed by Nov 30 2020 | . |
| 3. | | Complete the CSSEA Report | Report will have been completed and submitted to CSSEA | Carlene | May 2021 | Complete | |

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|----|-----------------------|---|---|--------------------|--|-----------------------------|-----------------------------|
| 4. | | Completion of the quarterly WDA reports | Reports will be completed and emailed to appropriate department at CLBC | Nicole Employ... | Dec. 2020 March 2021 July 2021 October 2021 | Complete | |
| 5. | | Submission of the Society Report | Society Report will have been submitted within 30 days of AGM | Wendy-Sue | March 2021 | Complete | |
| 6. | | Have Vehicle Policy updated to reference Pandemic protocols | Policy will have been updated | Carlene/WS | December 31 2020 | | |