



December 3, 2019

Alison Green
76 Harmer Avenue North
Ottawa ON K1Y 0T8

Dear Alison:

RE: OFFER OF EMPLOYMENT

It is my sincere pleasure to offer you employment as Vice President, Corporate Services with the Renfrew Victoria Hospital ("the Hospital") upon the following terms and conditions.

Position and Duties

As the Vice President, Corporate Services, you will be reporting to the President and CEO. Your significant duties and responsibilities are set out in the attached supplementary terms and conditions. Please be advised that your position, reporting relationship, and job duties and responsibilities may be subject to amendment from time to time, in accordance with the operational requirements of the Hospital.

Start Date

Your employment will commence on January 6, 2020.

Probation

You will be on probation for the first three (3) months of your employment ("Probationary Period") during which time we may assess your suitability for employment. During the Probationary Period, your employment may be terminated with or without cause, and without notice or payment in lieu of notice, except payment of any statutory entitlements as may be prescribed by the *Employment Standards Act, 2000* of Ontario, as may be amended from time to time ("ESA").

Annual Salary

Your annual salary will be \$124,398 less the usual and necessary statutory and other deductions payable in accordance with the Hospital's standard payroll practices that may be changed from time to time at the Hospital's sole discretion.

Hours of Work

It is expected that you will work at least 37.5 hours per week but, as a Vice President, you are also expected to work such hours as are necessary to satisfactorily discharge your duties hereunder including evenings and weekends.

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Employee Initials: _____

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Benefits

You will be entitled to benefits as outlined in the attached "Benefit Plan Overview." These benefits are subject to review by the Hospital every year and any changes to these benefits are at the absolute discretion of the Employer.

Vacation Time and Vacation Pay

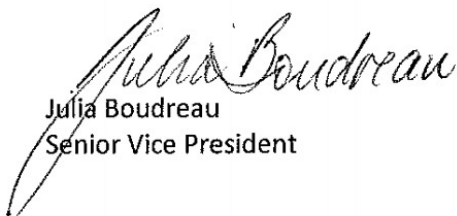
You will be entitled to 4 weeks of vacation accrued on the basis of 5.77 hours per pay, to a maximum of twenty (20) days per year. Any increase in vacation entitlement is governed by the Hospital's policy as amended from time to time and which is currently as outlined in the attached "Benefit Plan Overview." You must schedule your vacation with the consent of your immediate supervisor and subject to the operational requirements of the Hospital.

As discussed with you on November 29th, 2019, it is the hospital's stated preference that you relocate to one of the catchment areas of the RVH including the Town of Renfrew, or one of the following townships: Greater Madawaska, Horton, Admaston.

If the foregoing terms and conditions, along with those outlined on the attached supplementary page are acceptable, please initial each page of this offer and the supplementary page, sign the last page where indicated, have your signature witnessed at the time that you sign it, and return the letter to my attention on or before December 6, 2019.

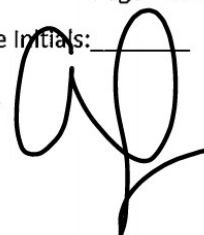
If you have any questions or concerns, please feel free to contact me at any time.

Yours very truly,



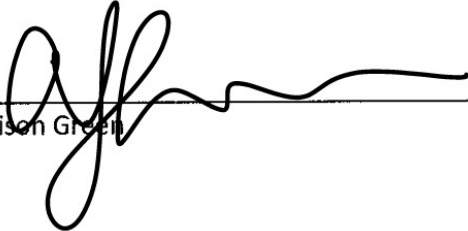
Julia Boudreau
Senior Vice President

Employee Initials: _____



Acknowledgment and Acceptance

I have read, understood and accept the terms and conditions of employment as outlined above, as well as those outlined on the attached supplementary page. I agree that they are fair and reasonable. I acknowledge that I have independent legal advice or the opportunity to obtain independent legal advice prior to executing this Agreement.



Alison Green

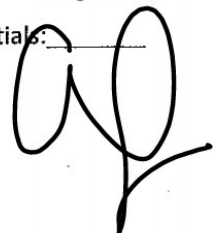
December 3, 2019

Date

Witness

Date

Employee Initials: _____



SUPPLEMENTARY TERMS AND CONDITIONS

You agree that your assignments, duties, responsibilities, and reporting arrangement may be unilaterally changed by the Hospital, at its sole discretion, and that such changes will not constitute constructive dismissal.

Expenses: You will be reimbursed all reasonable out-of-pocket expenses incurred in performing your duties as the Vice President, Corporate Services. All expenses must be approved by the Senior Vice President, and receipts will be required for all expenditures for which reimbursement is sought.

Resignation: You must give the Hospital four (4) weeks' notice of your resignation.

Significant Duties and Responsibilities: Reporting to the Senior Vice President, the VP Corporate Services provides strategic and operational intelligence to several support and diagnostic departments including the regional addiction treatment service, physical plant and grounds, sleep laboratory, medical imaging, pharmacy, respiratory therapy, dietetics, and clinical records. The role is also responsible for planning, executing and evaluating services; working with a multitude of internal and external stakeholders including the Eastern Ontario Regional Laboratory Association to achieve the strategic and operational goals of the hospital; and, managing a wide array of projects. The role also holds executive accountability for occupational health and safety, wellness, and disaster preparedness, and provides leadership on all matters relating to human capital. This includes: leading the labour relations function; developing and implementing hospital-wide programs in line with legislative requirements, collective agreements and human resources best practices; and coaching managers on all human resources issues.

Employee Conduct: You shall be bound by and shall faithfully observe and abide by all of the Hospital's rules, regulations, and personnel policies in existence from time to time which are brought to your notice or of which you ought reasonably be aware.

Confidentiality: In addition to your professional obligations to maintain the confidentiality of your patients' medical information, you further acknowledge that by reason of the nature of your employment functions under this Agreement, you will have access to certain confidential information the disclosure of which may have adverse effects on the Hospital. You will therefore agree to keep secret all information relating to the Hospital's business, including but not limited to the Hospital's business and strategy plans, forecasts and financial strategies, employees' personal information, information or data and other property relating to the affairs of the Hospital. Further, you will not, during or at any time after the termination of your employment under this Agreement, for any reason, use personally or for others, divulge or convey to others, or aid or abet others to divulge or to convey to others any such confidential information, other than that already properly in the public domain. Without limiting the foregoing, you agree that you will not use any confidential information you obtain as a result of employment with the Hospital to further any private enterprise, or as a means of making personal gain.

Hospital Property: Upon termination of this Agreement for any reason, you acknowledge that all items of any kind created or used pursuant to your employment or furnished by the Hospital including but not limited to reports, files, manuals, literature, confidential information, or other materials will remain and

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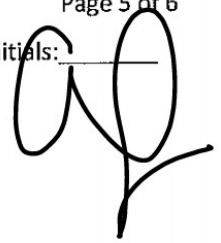
Employee Initials: _____

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be considered the exclusive property of the Hospital at all times, and shall be surrendered to your immediate supervisor, in good condition, promptly and without being requested to do so.

Sole Agreement: You agree that this Agreement constitutes the entire Agreement between you and the Hospital and that there are no other understandings or agreements between us. You further agree that this Agreement supersedes and voids all previous contracts, agreements or arrangements, whether oral, written or implied as between you and the Hospital unless expressly written otherwise in this Agreement.

Employee Initials: _____

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BENEFIT PLAN OVERVIEW

Full Time/Non Union

Benefit	Waiting Period/Effective Date	Premium
Semi-Private Hospital Coverage	3 months	100% paid by hospital
Extended Health Care (refer to benefit booklet for scope of coverage)	3 months	100% paid by hospital
Dental (refer to benefit booklet for scope of coverage)	3 months	100% paid by hospital
Group Life Insurance - 2 x annual salary	3 months	100% paid by hospital
Accidental Death & Dismemberment	3 months	100% paid by hospital
Hospitals of Ontario Disability Plan (LTD)	3 months	100% paid by hospital
Hospitals of Ontario Pension Plan	Employee: 6.9% of annualized earnings up to year's maximum pensionable earnings and 9.2% of annualized earnings above the YMPE. Hospital: 126% of member's contributions to HOOPP	
Vacation Entitlement	4 weeks upon hire 5 weeks after 11 years 6 weeks after 20 years 7 weeks after 25 years	
Statutory Holidays	13 Statutory Holidays	Includes 2 floating stats
Short Term Sick Leave Coverage	100% paid sick leave	

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Employee Initials: 