# Canadian Counselling Therapy Group Legal Contract

The following sections highlight the agreement between Canadian Counselling (S. Raymond Counselling and Media INC.) and the counsellor \_\_\_\_\_\_\_\_\_\_\_\_\_. This agreement is applicable wherever the law allows. Each section must be agreed upon by both parties and cannot be changed without the consent of both parties. For the sake of this agreement, Canadian Counselling (S. Raymond Counselling and Media INC.) will be referred to as the “Administration Service Provider” and the counsellor will be referred to as the “Freelance Counsellor”. This is not an employer/employee relationship, and thus all parties retain their autonomy even with this agreement in place. Under Canadian law, freelance contractors *must* be allowed to choose their own schedules and use their own physical equipment.

## Section 1: Freelance Counsellor Responsibilities and Benefits

* Access to a client appointment booking and payment portal at no additional cost
* The ability to choose your schedule and days off
* Billing and GST processing through S. Raymond Counselling and Media Inc.
* Independence to run your practice as you see fit, with the support of a group of clinicians
* All data is stored on Canadian servers
* Your own profile and page which displays your location (can be general if e-counselling), how to book with you, and any information and links you’d like to share.
* To have an active license with your provincial governing body or the CCPA (in provinces without regulation)
* This does not include supervision. Please have a supervisor that aligns with your licensing requirements.
* To provide your own active subscription to a virtual therapy provider (such as zoom, teams, google meets), or your own physical space if you are practicing in person
* Freelance Counsellors are responsible for filing their personal income tax and must account for their CPP and personal income tax as Administration Service Provider does not withhold taxes from pay.
* Freelance Counsellors will also be given social media posts and advertisements on our platforms free of extra charge. You will be listed on the clinician map and will be able to change your profile page as you like.

## Section 2: Administration Service Provider Responsibilities and Benefits

* The Administration Service Provider will provide an email address that is encrypted for the use of the Freelance Counsellor such as [yourname@canadiancounselling.ca](mailto:yourname@canadiancounselling.ca) – this email address can be used for official communications by the counsellor
* Billing will be covered by the Administration Service Provider through Stripe and all GST, Fees, and financial documents will be handled by Administration Service Provider. This does not account for any payments made to the counsellor in person. There will be no penalty for payments taken outside of the payment network, however, the counsellor MUST mark the session as paid so that the client is not double charged.
* All billing through Administration Service Provider will require an 80:20 split with the 80% going to the Freelance Counsellor.
* Administration Service Provider will maintain the website and back-end of the appointment portal and handle any technical problems that arise through the use of the email client, account portals, and general website errors. This does not include troubleshooting third party software such as Zoom.
* Payments for appointments will be sent to the counsellors on a bi-weekly schedule, every 2 weeks.

Any party can decide to severe this agreement with 15 days notice. All payments will be finalized in this term, and after the 15 days, this relationship will be severed. There is no non-compete clause and both parties are free to advertise their services wherever they like.

Signed

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Freelance Counsellor Date

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Administration Service Provider Date