

(THE COMMITTEE WILL RECEIVE THE COMPLETED VERSION AT THE MEETING)

Certificate of Compliance

To: The Board of Directors, Thames Valley Family Health Team  
Date: June 23, 2016  
Re: Certificate of Compliance 2015/16

To the best of my knowledge, I hereby certify that the Thames Valley Family Health Team is in compliance to all applicable Federal, Provincial, and Municipal laws and service agreements.

ITEM	Frequency	Exceptions	Executive Director (check-off)	Secondary (sign off)
FISCAL RESPONSIBILITY:				
Budgetary Control	Ongoing			None required
Financial Reports	Quarterly			Chair, Finance & Audit Committee
MOHLTC Budget Submission	Annually			Chair, Finance & Audit Committee
Auditors Report	Annually			Chair, Finance & Audit Committee
Financial Records	Ongoing (Kept 7 years)			Chair, Finance & Audit Committee
Insurance (e.g. Liability, Property)	Ongoing			Chair, Finance & Audit Committee
Reconciliation of Accounts by CCAC, i.e., banking statements	Quarterly			Chair, Finance & Audit Committee

ITEM	Frequency	Exceptions	Executive Director (check-off)	Secondary (sign off)
Material Outstanding Litigation	As required			Board Chair
<b>STATUTORY RESPONSIBILITY:</b>				
General Meeting	Annually			Secretary
General Meeting Notice	Annually (30 days prior to AGM)			Secretary
T1044 (E) Information Return for a Non-Profit Organization	Annually			Finance Manager
Ministry of Consumer & Business Services annual corporate update	Annually			Secretary
GST Return	Semi-annually			Finance Manager
Funding Agreement Requirements	Annually			None required
Ont. Public Sector Salary Disclosure	Annually			Finance Manager
<b>HUMAN RESOURCES:</b>				
Employment Standards Act	Ongoing			None required
Workplace Safety Insurance	Ongoing			Finance Manager
Payroll (and withholdings, EI, CPP, Insurance, Benefits)	Bi-Weekly			Finance Manager
T4s	Annually			Finance Manager

ITEM	Frequency	Exceptions	Executive Director (check-off)	Secondary (sign off)
<b>LEGISLATION:</b>				
Personal Health Information Protection Act (PHIPA)	Annually			None required
Canada Health Act	Annually			None required
Ontarians with Disabilities Act	Annually			None required
Occupational Health and Safety Act	Annually			Chair, Best Practice Health & Safety Committee
Corporations Act	Annually			None required
<b>POLICIES:</b>				
Asset Management Report	Annually			Chair, Finance & Audit Committee
Communication Plan	Reviewed as req'd			Communications Coordinator
Strategic Plan and Organizational Performance Management Plan	Annually			Board Chair
Critical Incident Report	As required			Board Chair
Policy and Bylaw Review	Rotating every 2 years			Chair, Governance & Planning Committee

I certify that to the best of my knowledge, the information above is true and correct.

Location: London ON

Executive Director Signature: \_\_\_\_\_