

## 2023 LGLDHU Duty of Care Summary

Category	Activity	Completion Date	Notes
<b>T3010 Submission</b>	The Registered Charity Information Return (T3010) is filed within six months of Dec 31. (yearend)	June 2023	
<b>Harmonized Sales Tax (HST)</b>	The HST is reconciled and filed every three months.	<ul style="list-style-type: none"> <li>• For first quarter filed April 30, 2023.</li> <li>• Second quarter filed July 30, 2023.</li> <li>• Third quarter filed October 25, 2023.</li> <li>• Fourth quarter to be filed by the end of January 2024.</li> </ul>	Filed every quarter.
<b>Board of Directors' Liability Insurance</b>	This insurance is maintained through the timely payment of its premiums with annual policy evaluation and renewal.	September 2023	Insurance through Sussex Corporate Risk Inc.
<b>Financial Information</b>	No information material to the financial operations of the Health Unit has been withheld.	June 22, 2023	Auditor: KPMG
<b>Communication to the Board of Health</b>	Developments that would have legal or governance implications for the Board of Health are communicated to the Board of Health.		
<b>Board of Health Governance Requirements</b>	The Board of Health complies with the governance requirements of the Health Protection and Promotion Act (HPPA) and all applicable legislation and regulations.	September 29, 2022	Review of By-law #1