

## 2024 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)		Due June 2024.
<b>Harmonized Sales Tax (HST)</b>	The HST is reconciled and filed every three months.	<ul style="list-style-type: none"> <li>• Fourth quarter was filed January 29, 2024</li> </ul>	Filed every quarter. <ul style="list-style-type: none"> <li>• First quarter</li> <li>• Second quarter</li> <li>• Third Quarter</li> <li>• Fourth Quarter</li> </ul>
<b>Board of Directors' Liability Insurance</b>	This insurance is maintained through the timely payment of its premiums with annual policy evaluation and renewal.		Insurance through Sussex Corporate Risk Inc. Payment due in September 2024.
<b>Financial Information</b>	No information material to the financial operations of the Health Unit has been withheld.		Auditor: KPMG Audit to be completed in June 2024.
<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.		The MOH would communicate to the Board of Health as required.
<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.		Review of By-law #1 is currently underway.