

**Board of Health Duty of Care Report**

The following actions are being completed on behalf of the Board of Health of the Leeds, Grenville and Lanark District Health Unit:

1. The payroll functions are being completed by the Leeds, Grenville and Lanark District Health Unit. Included in this is the payment of Canada Pension Plan contributions, Employment Insurance contributions, Ontario Municipal Employees Retirement Plan contributions, WSIB and Employer Health Tax premiums to the appropriate sources and timely remuneration of Health Unit staff.
2. The Registered Charity Information Return (T3010) is filed within six months of December 31, (yearend) of each year. Activities such as trades or business are not completed ensuring the Health Unit maintains its charitable status. The Health Unit is exempt from Income Tax.
3. The Harmonized Sales Tax (HST) is reconciled and filed every three months.
4. Adequate Board of Directors' Liability Insurance is being maintained through the timely payment of its premiums with annual policy evaluation and renewal.
5. All staff are operating in accordance with the Health Unit's Policies and Procedures at all times when performing work for the Health Unit. Issues are addressed promptly.
6. No information material to the financial operation of the Health Unit has been withheld.
7. The Health Unit operates in accordance with the Ontario Human Rights Code.
8. The Health Unit has a Health and Safety Policy and Procedure. Management and staff attend and sign off on training related to occupational health and safety. All incidents are reported within legislated timeframes. Inspections of all offices are conducted on a monthly basis.
9. The Health Unit is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and all other requirements prescribed by various levels of government.
10. All programs and services adhere to legislative requirements under the Health Protection and Promotion Act and related legislation.
11. Risk intelligence is used throughout the Health Unit to guide decision-making. The Ontario Public Service Risk Management Framework and the Five Step Risk Management Process is used when conducting risk assessments and developing mitigation strategies.

Respectfully submitted,

Paula Stewart, MD, FRCPC  
Medical Officer of Health and Chief Executive Officer  
Dated: February 27, 2020