



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

Policy Name: COMPLIANCE

Reference: 002

Effective Date: May 25, 2013

Revision Date:

POLICY

The Board of Directors is responsible to the members for the management of The Friends of Presqu'ile Park in compliance with all appropriate legislation and agreements with Ontario Parks and others. The Board will conduct an annual review to ensure appropriate practices are in place and to correct any shortcomings. They will further ensure that all remittances and filings have been submitted in a timely fashion.

PROCEDURES

1. The Board Secretary shall secure information from relevant legislation and agreements that apply to The Friends of Presqu'ile Park. These shall include (but are not limited to) the following:
 - Ontario Not-for-Profit Corporations Act
 - Canada Revenue Agency Regulations for Employers
 - Registered Charities Regulations
 - Income Tax Act
 - Trustees Act
 - Harmonized Sales Tax
 - Ontario Parks Agreements
 - Government and other Grant Agreements



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2. In January of each year, the Board secretary shall present to the Board, a listing of all compliance requirements, including filing dates for the year. A checklist will be prepared.
3. The Secretary shall review the compliance requirements and advise the Board that appropriate filings, licences, reports and remittances have been made or received. This should be done quarterly or as required.
4. The Board shall ensure that all required books and records shall be retained as required in the Documentation Retention Policy.