



## THE FRIENDS OF PRESQU'ILE PARK POLICIES & PROCEDURES

**Policy Name: COMPLIANCE**

**Reference: 002**

---

### **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 Corporate 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
2. Each year, the Corporate 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 Corporate 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.



## **THE FRIENDS OF PRESQU'ILE PARK POLICIES & PROCEDURES**

4. The Board shall ensure that all required books and records shall be retained as required in the Documentation Retention Policy.