

**POLICY: CEO Certificate of Compliance**

**Number: 1-008**

<b>Developed by:</b> Governance Committee	<b>Review or Revision by:</b> Governance Committee
<b>Approval Date:</b> <b>Initial:</b> June 2012 September 15, 2015, November 27, 2018, November 2021	<b>Review or Revision Date:</b> Every Three Years
<b>Approved by:</b>  Board of Directors	<b>Signature(s):</b>  _____

**Disclaimer: Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the Policies and Procedures Intranet site for the most current versions of documents in effect.**

**Policy Statement**

On a quarterly basis, the President and CEO shall provide written assurance to the Board of Directors that the Hospital has fulfilled its obligations for payment of specified items; preparation of accurate financial statement; maintenance of appropriate insurance; and compliance with legislative obligations.

**Procedure**

The Board of Directors needs to be re-assured that the risk of claims against the Hospital and or the Directors has been mitigated through the declaration by the CEO with the use of a Certificate of Compliance.

The Certificate of Compliance will be as follows:



To: The Board of Directors, Guelph General Hospital

Date:

Reporting Period: (Insert Dates)

RE: CEO Certificate of Compliance

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I have reviewed, or caused to be reviewed, such files, books of account and records of the Hospital and have made, or caused to be made, such enquiries of the financial, accounting and other personnel of the Hospital as I have determined necessary for the purpose of this certificate.

In my capacity as President and CEO of Guelph General Hospital, and for the reporting period identified, I hereby attest that to the best of my knowledge, and except as set out below:

1. **Salaries and Benefits** - The Hospital has met all of its obligations in respect of the payment of all employee salaries and wages, vacation pay, holiday pay, termination pay, severance pay and benefits. The hospital is in compliance with the provisions of all legislation related to public sector compensation.
2. **Statutory Deductions** - The Hospital has met all of its obligations in respect of the deduction, withholding and or remittance of funds under the Income Tax Act (Canada), the Income Tax Act (Ontario), the Employer Health Tax (Ontario), the Excise Tax Act (Canada), Workplace Safety and Insurance Act (Ontario), the Employment Insurance Act (Canada), the Canada Pension Plan Act (Canada), and the Retail Sales Tax Act (Ontario).
3. **Financial Statements** - The financial statements of the Hospital, as at the date of their preparation, were accurate and complete in all material aspects.
4. **Insurance** – All insurance policies remain in full force and effect. The Hospital is not in default with respect to any provisions contained in any insurance policy and has not failed to give any notice or present and claim under any insurance policy in a timely manner.
5. **Compliance** – The Hospital has conducted all business matters in compliance with:
  - a. All applicable laws of the Province of Ontario and Canada
  - b. The terms of the H-SAA with the Ontario Health



**BOARD OF DIRECTORS**

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(Insert Name), President and CEO