



2023-24 Family Health Team Governance and Compliance Attestation

Instructions

Please complete this form no later than **5 p.m. on Friday, May 26, 2023.**

The form does not permit saving changes part-way through the completion process; you **must complete the form in one session.** In that regard, you may wish to refer to the Annual Operating Plan submission documents that were provided in Word format to prepare your responses in advance.

Upon completion, you are encouraged to print or save a pdf copy of your completed submission for your records.

Once you have submitted the completed form, a message at the end will confirm that your response has been submitted and will provide the option to **Print or get PDF of answers.** You can then send the form to a printer or save it as a pdf file.

Governance Attestation

1. Family Health Team Name *

Barrie and Community Family Health Team

2. Date of Submission *

5/26/2023



3. Date of last Annual General Meeting *

6/15/2022



4. How many times per year does the Board meet, outside of the Annual General Meeting? (suggested 4-8 per year, outside of AGM) *

12

5. Date of Board's most recent strategic planning meeting *

6/15/2022



6. Does the Board regularly review and update bylaws? *

 Yes No

7. If yes to question 6, how often are the bylaws reviewed and updated?

Yearly, or more frequently as needed; currently reviewing and revising bylaws for ONC

8. When was the last Board governance training session? *

3/26/2022



9. Has the Board completed diversity and inclusion training? *

Yes

No

10. Please select all that apply. Does the Board have committee structure that focus on: *

Governance

Quality and Performance

Finance/Audit

Human Resources/Personnel

Information Management

Other

Strategic Planning

11. Does the FHT have a current strategic plan with clear goals, objectives and monitoring? *

Yes

No

12. When was the FHT's current strategic plan created? *

5/31/2018



13. When was the latest update to the FHT's strategic plan? *

5/31/2018



14. Has the latest Strategic Plan progress report been approved by the Board? *

Yes

No

Board Governance

15. Does the FHT have a current Board Policy manual with written terms of reference? *

Yes

No

16. When was the Board Policy manual created? *

10/31/2007



17. When was the latest update to the Board Policy manual? *

11/28/2018



18. Does the FHT have a current document outlining the Board members' roles? *

Yes

No

19. When was the document outlining Board members' roles created? *

11/21/2007



20. When was the latest update to the document outlining Board members' roles? *

11/30/2017



21. Does the FHT have a Board Orientation Package for new Board members? *

Yes

No

22. When was the FHT Board Orientation Package created? *

5/16/2014



23. When was the FHT Board Orientation Package last updated? *

1/30/2019



24. Does the FHT have a current Board recruitment strategy document? *

Yes

No

25. When was the Board recruitment strategy document created? *

8/29/2007



26. When was the latest update to the Board recruitment strategy document? *

10/27/2021



27. Does the FHT have a conflict of interest policy/process in place at an organizational level? *

Yes

No

28. When was the FHT organizational level conflict of interest policy/process created? *

9/16/2009



29. When was the FHT organizational level conflict of interest policy/process last updated? *

2/16/2022



30. Does the FHT have a signed agreement with all Board members acknowledging the Board Conflict of Interest and Code of Conduct Policies which has been signed in the last year? *

Yes

No

31. When were the FHT Board Conflict of Interest and Code of Conduct Policies created? *

9/16/2009



32. When were the FHT Board Conflict of Interest and Code of Conduct Policies last updated? *

2/16/2022



33. Does each Board agenda have a conflict of interest declaration? *

Yes

No

34. Does the FHT have policies that reflect a systematic approach to Board performance monitoring, including method and frequency? *

Yes

No

35. When was the FHT Board performance monitoring policy created? *

3/19/2014



36. When was the FHT Board performance monitoring policy last updated? *

11/15/2017



37. Does the FHT have a Board performance self-evaluation tool? *

Yes

No

38. When did the FHT last complete the Board performance self-evaluation tool? *

3/16/2022



39. When was the FHT Board performance self-evaluation tool last updated? *

3/16/2022



40. Has the FHT submitted a completed Schedule A - Appendix 2 (Skills-Based Board Matrix) by June 30? *

Yes

No

Board Fiduciary Functions

41. Does the FHT have a current document outlining the Executive Director's job description? *

Yes

No

42. Does the FHT have an Executive Director's performance evaluation tool/process? *

Yes

No

43. Please indicate the most recent date of the Executive Director's performance evaluation. *

2/22/2023



44. Does the FHT have a current FHT Performance Measures document (beyond the required ministry quarterly and QIP annual reporting) which is monitored by the Board on an ongoing basis? *

Yes

No

45. Please provide a brief description of the FHT Performance Measures document (e.g. what is measured, how the document is monitored and how it affects Board direction. This could include linkages to strategic plan and measuring progress achieved on goals and targets identified in operational plan). *

The Executive Director provides a monthly report to all Board members at the Board meeting updating members on all program statistics (wait times, number of patients, referrals, etc.). Commentary is then provided on all FHT programs as well as broader goals outlined in the Strategic Plan - collaboration with community partners and the OHT, timely access to FHT programs, patient engagement through survey results, and integration of the FHT and FHT programs in the

46. Does the FHT have a Financial Policies document? *

Yes

No

47. Does the FHT have a current Financial Policies document that outlines the process for: *

	Yes	No
Budget approval	<input checked="" type="radio"/>	<input type="radio"/>
Report approval	<input checked="" type="radio"/>	<input type="radio"/>
Ongoing monitoring	<input checked="" type="radio"/>	<input type="radio"/>
Delegation of authority policy that indicates any delegations	<input checked="" type="radio"/>	<input type="radio"/>

Yes

No

of financial
oversight or
financial
operations

48. Does the FHT have a current Risk Management plan, including a process to identify, minimize and mitigate risks? *

Yes

No

49. Has the Board reviewed the Risk Management plan (and updated it, as necessary) in the last 2 to 3 years? *

Yes

No

Compliance Attestation

50. Do all patients (enrolled and non-enrolled) of the affiliated physicians have equal access to FHT services? *

Yes

No

51. Does the FHT have a public complaints and dispute resolution policy/process in place? *

Yes

No

52. If yes, please provide details and explain how this policy has been communicated to FHT staff and patients. *

There is a Public Complaints / Feedback tab on the BCFHT website. Staff were notified of this feature by email and reminders in the bi-weekly staff newsletter periodically.



Compliance Attestation, continued

53. Are all funded positions employees of the FHT per section 4.1 of the funding agreement or has an exemption to this requirement been granted by the ministry? *

Yes

No

54. Has the FHT demonstrated sound financial practices including: *

	Yes	No
Transparent financial reporting of revenues and expenditures	<input checked="" type="radio"/>	<input type="radio"/>
Reasonable forecasting	<input checked="" type="radio"/>	<input type="radio"/>

Yes

No

Securing any requisite approval prior to reallocating funds

55. Has the FHT registered specialists, if using specialist sessional funding? *

Yes

No

56. If sharing a QIDSS position, does the FHT have in place for the QIDSS in all teams the following: *

Yes

No

Signed partnership agreement

Joint work plan

EMR access

57. Does the FHT have a privacy policy? *

Yes

No

58. If yes, please describe how it is communicated to staff and patients. *

The privacy policy is communicated primarily through the information posters that are provided to FHO physician group. This poster is also displayed on screens at the FHT office. Finally, the FHT website also has a link to the Privacy Statement, which outlines FHT policy and provides links for patients to reach out to privacy officers via email as well as instructions on how to contact the IPC.

59. Has the FHT Board reviewed and agreed to this attestation? *

 Yes No

Evidence of Board Approval

The ministry requires the submission of evidence that the FHT Board has approved all three parts of the submission (Part A (Annual Plan), Part B (Service Plan) and Part C (Governance and Compliance Attestation)).

Upon completing the forms, please email the filled out **Board Approval Acknowledgement** document that was provided with the AOP package to your Senior Program Consultant.

The submission of **one copy** of the **Board Approval Acknowledgement** form is sufficient; there is no need to provide separate forms for each part of the AOP package.

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