

Family Health Team

Annual Operating Plan Submission: 2025-2026

Part B:

2025-2026 Family Health Team Governance and Compliance Attestation

FHT Name: BCFHT

Date of Submission:

Region: Central

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1.0 Introduction

As part of efforts to strengthen organizational capacity to support quality improvement, all Family Health Teams are required to complete and submit this attestation annually. The purpose of this document is to demonstrate sound governance practices and compliance with terms of the FHT funding agreement with Ontario Health.

The **governance assessment** (section 2.0) requests confirmation that key governance practices are in place within the organization, along with supporting information. This is to reflect the key role that governance plays in accountability and the overall functioning of an organization. Key areas covered include: Strategic Planning, Board Self Evaluation, Board Fiduciary Functions, Governance Policies and Operational Maturity.

The **compliance assessment** (section 3.0) evaluates the degree of compliance that the FHT has exhibited with respect to its funding agreement with Ontario Health.

Please note Ontario Health may follow up with requests for substantiating documentation and other validation activities as part of this review. Your cooperation with this process would be greatly appreciated.

The purpose of this attestation is for all FHTs to demonstrate sound governance and the organizational maturity to ensure public funds are spent appropriately.

2.0 Governance Attestation

The Governance Assessment Attestation must be approved by the individual who has the authority to bind the corporation, typically the Chair of the Board of Directors. It is recommended that the Governance Assessment Attestation involve the participation of all members of the Board of Directors and others, as appropriate.

Board Practices:

Date of last Annual General Meeting (AGM)	June 18, 2025
Frequency of Board meetings (suggested 4-8 per year, outside of AGM)	Monthly
Date of Board's most recent strategic planning/ meeting	January 21, 2025
Does the Board regularly review and update bylaws? If yes, how often?	Yes, bylaws are regularly reviewed and updated at monthly board meetings and bi-monthly Governance Committee meetings.
When was the last board governance training session?	December 20, 2023
Has the Board completed diversity and inclusion training?	No

Board Structures:


Does the Board have committee structures that focus on:	Yes/No
Governance	Yes
Quality and Performance	Yes
Finance/Audit	Yes
Human Resources/Personnel	Yes
Information Management	Yes
Other (please specify)	

Strategic Planning:

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
FHT has a current strategic plan with clear goals, objectives, and monitoring?	Yes	March 19, 2025		New BCFHT Strategic Plan was approved by the Board at the March 19, 2025 meeting.	
Latest Strategic Plan progress report has been approved by the board?	Yes	March 19, 2025		New BCFHT Strategic Plan was approved by the Board at the March 19, 2025 meeting.	

Board Governance:

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
FHT has a current Board Policy manual with written terms of reference?	Yes	2007	November 2024		
FHT has a current document outlining the Board members' roles?	Yes	2007	Sept 2023		
FHT has in place a Board Orientation Package for new Board members?	Yes	May 16, 2014	March 2025		
FHT has a current Board recruitment strategy document?	Yes	2007	May 2024		

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
FHT has a conflict of interest policy/process in place at an organizational level?	Yes	2009	November 2024		
FHT has a signed agreement with Board members acknowledging the Board Conflict of Interest and Code of Conduct Policies which has been signed in the last year?	Yes	2009	June 2024	New board members sign these documents when they officially join the board.	
Each Board agenda has a conflict of interest declaration?	Yes				
FHT has policies that reflect a systematic approach to Board performance monitoring, including method and frequency?	Yes	2014	January 2024	 Board Structures and Processes Calendar.pub	
FHT has a Board performance self-evaluation tool? Please indicate date of last use in 'Comment' section.	Yes	2014	2023	Completed in November 2023	
The FHT has submitted a completed Schedule A – Appendix 2 (Skills-Based Board Matrix)	Yes				

Board Fiduciary Functions:

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
FHT has a current document outlining the Executive Director's job description?	Yes	2007	2016		
FHT has an Executive Director's performance evaluation tool/process and has evaluated the Executive Director's performance within the last year?	Yes	Nov 2016	Dec 2020	Evaluation completed in February 2025	
FHT has a current FHT Performance Measures document (beyond required ministry quarterly and QIP annual reporting) monitored by the Board on an ongoing basis? Please provide a brief description of document in 'Comment' section.	Yes	2007	April 2025	The QIDS team presents a monthly program report to the board at every monthly board meeting.	
FHT has a current Financial Policies document that outlines the process for budget approval, report approval, ongoing monitoring and has a delegation of authority policy in place that indicates any delegations of	Yes	2007	February 2024		

	Yes/ No	Date created	Date of latest update	Comment	If 'No', please provide an explanation
financial oversight or financial operations?					
FHT has a Risk Management plan in place, including a process to identify, minimize and mitigate risks and the Board has reviewed it (and updated it as necessary) in the last 2 to 3 years?	Yes	2012	2023		

3.0 Compliance Attestation

	Yes/No	If "No," please explain	Comments
All patients of the affiliated physicians (enrolled and non-enrolled) have equal access to FHT services	Yes		
The FHT has a public complaints and dispute resolution policy/process in place? In the comments section, please describe how it is communicated to staff and patients	Yes		There is a Public Complaints / Feedback tab on the BCFHT website. Staff were notified of this feature by email.
The FHT has a process in place to ensure patient and community input into its planning and priorities?	Yes		Members of the public and patients were invited to attend strategic planning sessions in late 2024/early 2025 to help inform the new BCFHT Strat Plan.
All funded positions are employees of the FHT or an exemption to this requirement has been executed.	Yes		
FHT has demonstrated sound financial practices including: transparent financial reporting of revenues and expenditures; reasonable forecasting; securing any requisite approval prior to reallocating	Yes		

	Yes/No	If "No," please explain	Comments
funds; following the agreement requirements when procuring goods, equipment and services between \$10,000 to \$100,000			
The FHT has a formal cost sharing agreement in place for all shared costs with their affiliated physician group.	Yes		
The FHT has awareness of and has adhered to the Community Financial Policy.	Yes		
The FHT has appropriate insurance coverage that meets the minimum requirements as set out in the TPA.	Yes		
FHT has registered specialists, if utilizing specialist sessional funding	Yes		
If sharing a QIDSS position, the FHT has in place a signed partnership agreement, a joint work plan, and EMR access for the QIDSS in all teams	N/A		BCFHT has a dedicated QIDSS staff member and does not share
FHT has a privacy policy? If yes, please describe in the comments section how it is communicated to staff and patients	Yes		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.

	Yes/No	If "No," please explain	Comments
			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.
The FHT is compliant with the Public Sector Salary Disclosure (PSSD) Act.	Yes		
The FHT Board has reviewed and agreed to this attestation document prior to its signing	Yes		

	Yes/No	If "Yes," please explain	Comments
Are you aware of financial errors, omissions, or fraud? Definition of Fraud: Any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain.	No		