

“Compliance Checklist”

A risk management resource for boards and staff

20 FAQ’s Related to Compliance:

#	Compliance Topic, Including Web Link	Source
1	“How do we incorporate?”	
	“Societies” (common) https://www.servicealberta.ca/716.cfm	Service Alberta
	“Non-Profit Companies” (common) https://www.servicealberta.ca/714.cfm	Service Alberta
2	“What’s the difference between bylaws, policies and procedures?”	
	“Bylaw Checklist” (page 2) https://www.servicealberta.ca/pdf/Forms/Special_Resolution_Examples_(9).pdf	Societies Act
	“Drafting and Revising Bylaws...” http://calgarycommunities.com/files/01-Governance%20&%20Board%20Leadership/Muttart%20Guide%20to%20Drafting%20&%20Revising%20Bylaws.pdf	The Muttart Foundation
3	“What are the filings and timelines we need to know?” (Corporate Registry)	
	“Forms - Societies” https://www.servicealberta.ca/Societies.cfm	Service Alberta
	“Forms - Non-Profit Companies” https://www.servicealberta.ca/Non-profit-companies.cfm	Service Alberta
4	“How long do we have to keep our records?”	
	“Keeping Records” http://www.nevcon.com/resources/recordkeeping.pdf	Canada Revenue Agency
	“Type of record and length of retention” (ARCHIVED) http://www.cra-arc.gc.ca/E/pub/tg/charitiesnews-26/charitiesnews26-01-e.html	Canada Revenue Agency
5	“What’s the worst thing that can happen? What do we do in a conflict?”	
	Community Mediation Calgary Society (Free Resource!) http://www.communitymediation.ca/	
	Lawyer Referral Service (Free Resource!) http://www.lawsociety.ab.ca/public/lawyer_referral.aspx	
6	“What’s the difference between charitable status and not-for-profit status?”	
	“Registered charity vs. non-profit organization” http://www.cra-arc.gc.ca/chrts-gvng/dnrs/rgltn/dffrnc-rc-np-eng.html	Canada Revenue Agency
	“Applying for registration” http://www.cra-arc.gc.ca/chrts-gvng/chrts/pplyng/menu-eng.html	Canada Revenue Agency
7	“What’s the difference between hiring employees and hiring contractors?”	
	“Employee or Self-employed?” http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-16e.pdf	Canada Revenue Agency
8	“What do we need to file?”	
	“The T2 Short Return” (for non-profits without charitable status; includes AB) http://www.cra-arc.gc.ca/E/pbg/tf/t2short/t2short-15e.pdf	Canada Revenue Agency
	“Registered Charity Information Return” (T3010) http://www.cra-arc.gc.ca/E/pbg/tf/t3010/t3010-17e.pdf	Canada Revenue Agency

	“Non-Profit Organization (NPO) Information Return” (T1044) http://www.cra-arc.gc.ca/E/pbg/tf/t1044/t1044-14e.pdf	Canada Revenue Agency
	“GST/HST Information for Charities” http://www.cra-arc.gc.ca/E/pub/gp/rc4082/rc4082-10-16e.pdf	Canada Revenue Agency
	“GST/HST Information for Non-Profit Organizations” http://www.cra-arc.gc.ca/E/pub/gp/rc4081/rc4081-16e.pdf	Canada Revenue Agency
	“Remitting payroll [source] deductions” http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/pymnts/menu-eng.html	Canada Revenue Agency
9	“What are ‘financial internal controls’? Do we have to do an audit?”	
	“Financial Responsibilities of Not-for-Profit Boards” http://calgarycommunities.com/files/02-Financial%20Management/Muttart%20Guide%20to%20Financial%20Responsibilities%20of%20Boards.pdf	The Muttart Foundation
10	“What are the rules around ‘Canada Anti-Spam Legislation’ (CASL)?”	
	“Canada’s Law on Spam and other Electronic Threats” http://fightspam.gc.ca/eic/site/030.nsf/eng/home	Government of Canada
11	“What do we need to comply with?” (regarding Labour Law)	
	“What You Need to Know About Employment Standards” https://alis.alberta.ca/ep/eps/tips/tips.html?EK=12371	Alberta Learning Information Service
	“Employment Standards Fact Sheets” http://work.alberta.ca/employment-standards/999.html	Alberta Employment Standards
12	Safe Workplace Standards from Occupational Health and Safety https://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html	Occupational Health and Safety
	“Alberta Human Rights Commission” http://www.albertahumanrights.ab.ca/	Alberta Human Rights Commission
13	“What grant (\$\$\$) opportunities exist for not-for-profits?”	
	“Charity Village, Funders” https://charityvillage.com/directories/funders.aspx	Charity Village
14	“Commonly Used Grants” for Calgary Community Associations https://calgarycommunities.com/content/wp-content/uploads/2012/08/Commonly-Used-Grants-Sep-2016.pdf	Federation Tipsheet
15	“How do AGLC gaming funds work?”	
	“AGLC, Gaming for Charities” (funding is for the “charitable sector”) http://www.aglc.gov.ab.ca/charitiesandnonprofit/ Sidenote: “Liquor Licences”: http://www.aglc.gov.ab.ca/licences/	Alberta Gaming & Liquor Commission
Some Other “Conditional” Compliance Matters Not Included in this Presentation (as a Takeaway)		
16	“Public Health Act, Food Regulation” http://www.qp.alberta.ca/documents/Regs/2006_031.pdf	Public Health Act
17	“City of Calgary, Special event permits” http://www.calgary.ca/PDA/pd/Pages/Permits/special-event-permits.aspx	City of Calgary
	“City of Calgary, Bylaws” http://www.calgary.ca/CA/city-clerks/Pages/Legislative-services/Bylaws.aspx	City of Calgary
18	“Building Owner’s Responsibilities for Fire Safety Equipment” http://www.calgary.ca/CSPS/Fire/Documents/2010-2503-CFD-building-owners-brochure.pdf	Calgary Fire Dept.
19	Use of Music for Public Purposes “SOCAN, Tariffs & Forms” http://www.socan.ca/licensees/music-use	SOCAN
20	Use of Music for Public Purposes “Re:Sound, Tariffs & Forms” http://www.resound.ca/tariffs/	Re:Sound
<i>*To help monitor (and ensure) compliance, a “risk management” system should be considered by the board.</i>		