

**Attestation of Compliance with the Broader Public Sector Accountability Act, 2010 and associated Directives  
Period of April 1, 2018 to March 31, 2019**

Please indicate status of compliance for each criterion by selecting Yes or No from drop-down menu and provide the name and link to the document on the organization's public website. For areas of non-compliance, please describe the organization's corrective actions that will bring it into compliance and provide a specific date to become compliant **by March 31, 2020**.

Example:

Criterion	In Compliance	If compliant, please provide title of document and its link on the organization's public website	If non-compliant, describe the corrective actions to be taken and the specific date to become compliant <u>by March 31, 2020</u>
During the period of April 1, 2018 to March 31, 2019, this organization has posted its expense rules on the organization's public website.	<b>Yes</b>	Document Title: <i>Organization XYZ Expense Rules</i> Link to website: <a href="http://www.orgxyz.ca/policies/expenses">www.orgxyz.ca/policies/expenses</a>	N/A

Note: Information contained in this report can be made public under the requirements of the [Open Data Directive](#) which came into effect on April 1, 2016.

<b>Organization:</b>			
Criterion	In Compliance	If compliant, please provide title of document and its link on the organization's public website	If non-compliant, describe the corrective actions to be taken and the specific date to become compliant <u>by March 31, 2020</u>
1. During the period of April 1, 2018 to March 31, 2019, this organization did not utilize the funds provided by the Government of Ontario to engage a lobbyist for its services.	<b>Yes</b>	N/A	
2. During the period of April 1, 2018 to March 31, 2019, this organization maintained a formal policy that adopts the <a href="#">Ontario Broader Public Sector Supply Chain Code of Ethics</a> .	<b>Yes</b>	Document Title: Ontario-broader-public-sector-supply-chain-code-of-ethics.docx Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	

<b>Organization:</b>			
<b>Criterion</b>	<b>In Compliance</b>	<b>If compliant, please provide title of document and its link on the organization's public website</b>	<b>If non-compliant, describe the corrective actions to be taken and the specific date to become compliant by March 31, 2020</b>
3. During the period of April 1, 2018 to March 31, 2019, the organization's Code of Ethics was available and visible to all members of the organization as well as suppliers and other stakeholders involved in supply chain activities.	<b>Yes</b>	Document Title: Ontario-broader-public-sector-supply-chain-code-of-ethics.docx Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	
4. During the period of April 1, 2018 to March 31, 2019, this organization maintained procurement policies that embody the 25 mandatory requirements of the <a href="#">Broader Public Sector Procurement Directive</a> .	<b>Yes</b>	Document Title: Ontario-Broader-Public-Sector-procurement.docx Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	
5. During the period of April 1, 2018 to March 31, 2019, this organization complied with the 25 requirements of the <a href="#">Broader Public Sector Procurement Directive</a> when conducting its procurements.	<b>Yes</b>	N/A	
6. During the period of April 1, 2018 to March 31, 2019, this organization maintained expenses policies that embody the mandatory requirements for travel, meal and hospitality expenses of the <a href="#">Broader Public Sector Travel, Meal and Hospitality Expenses Directive</a> .	<b>Yes</b>	N/A	
7. During the period of April 1, 2018 to March 31, 2019, this organization managed its travel, meal and hospitality expenses following policies which comply with the <a href="#">Broader Public Sector Travel, Meal and Hospitality Expenses Directive</a> .	<b>Yes</b>	Document Title: Travel-Meal-and-Hospitality-Policy-Final.docx Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	
8. During the period of April 1, 2018 to March 31, 2019, this organization posted its expenses rules/policies on its public website.	<b>Yes</b>	Document Title: Travel-Meal-and-Hospitality-Policy-Final.docx Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	
9. During the period of April 1, 2018 to March 31, 2019, this organization followed rules for perquisites in compliance with the requirements under the <a href="#">Broader Public Sector Perquisites Directive</a> .	<b>Yes</b>	N/A	
10. During the period of April 1, 2018 to March 31, 2019, this organization managed its perquisites by following policies which comply with the requirements of the <a href="#">Broader Public Sector Perquisites Directive</a> .	<b>Yes</b>	Document Title: Perquisites-Policy.docx Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	

<b>Organization:</b>			
<b>Criterion</b>	<b>In Compliance</b>	<b>If compliant, please provide title of document and its link on the organization's public website</b>	<b>If non-compliant, describe the corrective actions to be taken and the specific date to become compliant by March 31, 2020</b>
11. During the period of April 1, 2018 to March 31, 2019, this organization posted on its public website an annual summary of perquisites received by staff and appointees. If the organization does not offer perquisites to its employees, it must post a statement on its public website articulating that the organization does not give perquisites to its staff and appointees	<b>Yes</b>	Document Title: N/A Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	
12. During the period of April 1, 2018 to March 31, 2019, this organization posted its business plan information on the organization's public website in compliance with the <a href="#">Broader Public Sector Business Documents Directive</a> . Business plans must contain at minimum the organization's mandate and strategic direction, an overview of current and future programs, key activities, and performance measures and targets.	<b>Yes</b>	Document Title: List of documents at bottom of page Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	
13. During the period of April 1, 2018 to March 31, 2019, this organization posted additional business or financial documents on the organization's public website in compliance with the <a href="#">Broader Public Sector Business Documents Directive</a> . Additional business or financial documents must contain at minimum a description of key activities over the previous fiscal year, an analysis on operational performance, targets achieved, and audited financial statements. An annual report may be used to satisfy this requirement if it contains this information.  <i>*Mandatory for Children's Aid Societies: Societies must post their Accountability Agreements on their public-facing websites.</i>	<b>Yes</b>	Document Title: List of documents at bottom of page Link to website: <a href="https://www.facswaterloo.org/aboutus/procurement-and-expense-policies">https://www.facswaterloo.org/aboutus/procurement-and-expense-policies</a>	

**Chief Executive Officer Attestation of Compliance**

I hereby attest that, to the best of my knowledge, during the period of April 1, 2018 to March 31, 2019, this organization has the governance structures and accountability framework that ensure this organization will continue to be compliant with *the Broader Public Sector Accountability Act, 2010* and the Directives with respect to the Act, as described above.



Signature of Chief Executive Officer

Family and Children's Services of Waterloo Region

Name of Organization

Karen Spencer

Name of Chief Executive Officer

28/11/2019

Date (dd/mm/yyyy)

**Board of Directors Approval of Attestation of Compliance**

The above attestation of compliance with *the Broader Public Sector Accountability Act, 2010* and the Directives issued under the Act is approved by the Board of Directors.



Signature of Chairperson

28/11/2019

Lori Ann Palubeski

Name of Chairperson

Date (dd/mm/yyyy)

## Preparing the Attestation of Compliance with the [Broader Public Sector Accountability Act, 2010](#)

Reporting period: April 1, 2018 to March 31, 2019

The Board of Directors has the responsibility to ensure the organization complies with all legislation and regulations, including the *Broader Public Sector Accountability Act, 2010*, and the Procurement, Expenses, Perquisites, and Business Documents Directives.

The Attestation Form sets out **thirteen** (13) requirements and requires the organization to:

- attest that it has complied with each of the **thirteen** (13) requirements; or
- if not in compliance, to report corrective actions that will bring the organization into compliance **by March 31, 2020**.

This guideline outlines some of the activities the Board members could undertake to fulfill their role of managerial oversight related to the attestation process. The activities numbered below match the numbering of the criteria listed on the Attestation Form.

### **Lobbyists**

1. Obtain written confirmation from the Chief Executive Officer that the organization has not engaged a lobbyist to provide services from funds provided by the Province of Ontario.

### **Procurement**

2. Obtain a copy of the organization's formal procurement policy that adopts the Supply Chain Code of Ethics found in the Broader Public Sector Procurement Directive, with the date the policy was approved by the Board. The Code does not supersede codes of ethics that the organization has in place but supplements such code with supply chain-specific standards of practice.
3. Locate the organization's procurement policy which aligns with the Ontario Broader Public Sector Supply Chain Code of Ethics and ensure it is made available to all members of the organization, suppliers and stakeholders.
4. Obtain written confirmation from the Chief Executive Officer that the organization has maintained procurement policies that embody the 25 mandatory requirements of Broader Public Sector Procurement Directive: Segregation of Duties; Approval Authority; Competitive Procurement Thresholds; Information Gathering; Supplier Pre-Qualification; Posting Competitive Procurement Documents; Timelines for Posting Competitive Procurements; Bid Receipt; Evaluation Criteria; Evaluation Process Disclosure; Evaluation Team; Evaluation Matrix; Winning Bid; Non-Discrimination; Executing the Contract; Establishing the Contract; Termination Clauses; Term of Agreement Modifications; Contract Award Notification; Supplier Debriefing; Non-Competitive Procurement; Contract Management; Procurement Records Retention; Conflict of Interest; and Bid Dispute Resolution.
5. Obtain written confirmation from the Chief Executive Officer that the organization has conducted its procurements following approved policies which comply with the 25 requirements of the Broader Public Sector Procurement Directive.

## Reimbursable Expenses

6. Obtain a copy of the organization's policy and/or rules for travel, meal and hospitality expenses and confirm it is in compliance with the mandatory requirements set out in the Broader Public Sector Travel, Meal and Hospitality Expenses Directive.

Obtain a report from the Chief Executive Officer summarizing all hospitality events paid for the organization showing the approvals provided prior to the events and the costs. Maintain records of travel, meal and hospitality expenses approved by the Board.

7. Obtain written confirmation from the Chief Executive Officer that the organization has managed its travel, meal and hospitality expenses following approved policies, which comply with the requirements of the Broader Public Sector Travel, Meal and Hospitality Expenses Directive.
8. View the organization's public website and locate the policy and/or rules on the expenses posted by the organization.

## Perquisites

9. Obtain a copy of the organization's policy and/or rules for perquisites and confirm that it is in compliance with the requirements set out in the Broader Public Sector Perquisites Directive, with the date the policy and/or rules was approved by the Board.
10. Obtain written confirmation from the Chief Executive Officer that the organization has managed perquisites by following approved policies/rules, which comply with the Broader Public Sector Perquisites Directive.
11. View the organization's public website and locate the policy and/or rules on perquisites as well as the list of perquisites received by staff and appointees. The organization should publish these annually; personal information should not be provided. If the organization does not offer perquisites to its employees, it must post a statement to the effect that the organization does not give perquisites to its staff and appointees.

## Business Documents

12. View the public website of the organization and locate the business plan, which should be posted within six months of the beginning of the organization's fiscal year; this information is about the future. For example, if the organization's fiscal year begins on April 1, it should post this information **by October 1 of each year**.
13. View the public website of the organization and locate additional business or financial documents each year within six months of the end of the organization's fiscal year; this information is about the previous fiscal year. For example, if the organization's fiscal year ends on March 31, it should already have posted these documents, as they were to be posted **by the end of September 2018**.

Your organization may already include the required information in documents with different titles; for example, business plans, strategic plans, accountability agreements. In these cases, it is not necessary to rename or create new documents, as long as the information required is available to the public (i.e., posted on the organization's website).