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| **Ministry of Children, Community and Social Services** | **Ministère des Services à l’enfance et des Services sociaux et communautaires**  |
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**Attestation of Compliance with the Broader Public Sector Accountability Act, 2010 and Associated Directives**

**Period of April 1, 2021 to March 31, 2022**

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, 2023**. Please return the below completed/signed attestation and reporting forms to your Regional Office contact **by May 20, 2022**.

Example:

|  |  |  |  |
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| **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 by March 31, 2023** |
| During the period of April 1, 2021 to March 31, 2022, this organization has posted its expense rules on the organization’s public website. | **Yes** | Document Title: ***Organization XYZ Expense Rules***Link to website: ***www.orgxyz.ca/policies/expenses*** | ***N/A*** |

Note: Information contained in this report can be made public under the requirements of the [Ontario’s Digital and Data Directive](https://www.ontario.ca/page/ontarios-digital-and-data-directive-2021) which came into effect on January 29, 2021.

| Organization: |  |
| --- | --- |
| 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 by March 31, 2023 |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization did not utilize the funds provided by the Government of Ontario to engage a lobbyist for its services.
 | **Yes** | N/A |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization maintained a formal policy that adopts the [Ontario Broader Public Sector Supply Chain Code of Ethics](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-pdf-eng/%24FILE/01%20BPS%20Procurement%20Directive.pdf).
 | **Yes** | Document Title: Policy 12-020Link to document on website: [Policy No. 12-020 Procurement | CWSDS](http://cwsds.ca/en/business-financials-2/12-020-procurement/) |  |
| 1. During the period of April 1, 2021 to March 31, 2022, 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.
 | **Yes** | Document Title: Policy 12-020 ProcurementLink to document on website: [Policy No. 12-020 Procurement (cwsds.ca)](http://cwsds.ca/wp-content/uploads/2021/12/12-020-Procurement.pdf) |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization maintained procurement policies that embody the 25 mandatory requirements of the [Broader Public Sector Procurement Directive](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-pdf-eng/%24FILE/01%20BPS%20Procurement%20Directive.pdf).
 | **Yes** | Document Title: Policy 12-020 ProcurementLink to document on website: [Policy No. 12-020 Procurement (cwsds.ca)](http://cwsds.ca/wp-content/uploads/2021/12/12-020-Procurement.pdf) |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization complied with the 25 requirements of the [Broader Public Sector Procurement Directive](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-pdf-eng/%24FILE/01%20BPS%20Procurement%20Directive.pdf) when conducting its procurements.
 | **Yes** | See Above |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization maintained expenses policies that embody the mandatory requirements for travel, meal and hospitality expenses of the [Broader Public Sector Expenses Directive 2020](https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020).
 | **Yes** | See Below |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization managed its travel, meal and hospitality expenses following policies which comply with the [Broader Public Sector Expenses Directive 2020](https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020).
 | **Yes** | Document Title: annual Report on ExpensesLink to document on website: [Policy No. 12-024 Personal Expenses | CWSDS](http://cwsds.ca/en/business-financials-2/12-024-personal-expenses-2/) |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization posted its expenses rules/policies on its public website.
 | **Yes** | Document Title: Policy 12-024 Personal expensesLink to document on website: letter |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization followed rules for perquisites in compliance with the requirements under the [Broader Public Sector Perquisites Directive](https://dr6j45jk9xcmk.cloudfront.net/documents/1958/broader-public-sector-perquisites-directive.pdf).
 | **Yes** | See Below |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization managed its perquisites by following policies which comply with the requirements of the [Broader Public Sector Perquisites Directive](https://dr6j45jk9xcmk.cloudfront.net/documents/1958/broader-public-sector-perquisites-directive.pdf).
 | **Yes** | Document Title: Policy 12-025 PerquisitesLink to document on website: [Policy No. 12-025 Perquisites | CWSDS](http://cwsds.ca/en/business-financials-2/12-025-perquisites/) |  |
| 1. During the period of April 1, 2021 to March 31, 2022, 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
 | **Yes** | Document Title: Annual Report on PerquisitesLink to document on website: letter |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization posted its business plan information on the organization’s public website in compliance with the [Broader Public Sector Business Documents Directive](https://www.ontario.ca/page/more-about-bps-business-documents-directive). 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.
 | **Yes** | Document Title: Strategic Plan 2020-2024Annual Report 2020-2021Link to document on website: [CWSDS Strategic Plan 2020-2024 | CWSDS](http://cwsds.ca/en/business-financials-2/cwsds-strategic-booklet/)[CWSDS-Strategic-Booklet.pdf](http://cwsds.ca/wp-content/uploads/2021/07/CWSDS-Strategic-Booklet.pdf)[cwsds.ca/wp-content/uploads/2021/06/Annual-Report-Final.pdf](http://cwsds.ca/wp-content/uploads/2021/06/Annual-Report-Final.pdf) |  |
| 1. During the period of April 1, 2021 to March 31, 2022, this organization posted additional business or financial documents on the organization’s public website in compliance with the [Broader Public Sector Business Documents Directive](https://www.ontario.ca/page/more-about-bps-business-documents-directive). Additional business or financial documents must contain at minimum a description of key activities over the previous fiscal year of the organization; an analysis of operational performance; a discussion of outcome and output-based performance targets achieved and actions to be taken if not achieved; audited financial statements; a discussion of risks and other factors impacting performance and results, including mitigation plans where performance and results were not achieved; and an analysis of financial performance, including variances between actual financial results against budgeted/forecasted amounts for the prior year.

*\*Mandatory for Children’s Aid Societies*: Societies must post their Accountability Agreements on their public-facing websites. | **Yes** | Document Title: Financial Statements 2020-2021, Management LetterAnnual Report 2020-2021Service Performance TargetsMultiyear Plan 2021Link to document on website:<http://cwsds.ca/en/business-financials-2/>[Financial-statements-March-31-2021.pdf (cwsds.ca)](http://cwsds.ca/wp-content/uploads/2021/07/Financial-statements-March-31-2021.pdf)[Management Letter – Central West 2020-2021 | CWSDS](http://cwsds.ca/en/business-financials-2/2021-management-letter/)[cwsds.ca/wp-content/uploads/2021/06/Annual-Report-Final.pdf](http://cwsds.ca/wp-content/uploads/2021/06/Annual-Report-Final.pdf) |  |

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| **Chief Executive Officer Attestation of Compliance** |
| I hereby attest that, to the best of my knowledge, during the period of April 1, 2021 to March 31, 2022, 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. |
|  |  | Central West Specialized Developmental Services |
| **Signature of Chief Executive Officer** |  | **Name of Organization** |
| Silvie Crawford |  | 04/05/2022 |
| **Name of Chief Executive Officer** |  | **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. |
|  |  | 04/05/2022 |
| **Signature of Chairperson** |  |
| **Susan Quinn-Mullins** |  |
| **Name of Chairperson** |  | **Date (dd/mm/yyyy)** |

**Preparing the Attestation of Compliance with the** [**Broader Public Sector Accountability Act, 2010**](https://www.ontario.ca/laws/statute/10b25?search=broader+public+sector#BK4)

Reporting period: April 1, 2021 to March 31, 2022

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, 2023**.

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**

1. 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.
2. 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.
3. 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.
4. 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**

1. 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 Expenses Directive 2020.

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.

1. 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 Expenses Directive 2020.
2. View the organization’s public website and locate the policy and/or rules on the expenses posted by the organization.

**Perquisites**

1. 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.
2. 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.
3. 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**

1. 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**.
2. 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 2021**.

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).