

Attestation of Compliance with the Broader Public Sector Accountability Act, 2010 and related Directives for the Period April 1, 2015 to March 31, 2016

Please indicate status of compliance with the Broader Public Sector Accountability Act, 2010 and the Directives with respect to the Act, by choosing one of the two options below. For areas that are not in compliance, please describe the organization's corrective actions that will bring it into compliance.

Please 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.

In compliance	Not in compliance	Name of Organization:
✓		1. During the period April 1, 2015 to March 31, 2016, this organization has not engaged a lobbyist to provide lobbyist services from funds provided by the Government of Ontario.
✓		2. During the period April 1, 2015 to March 31, 2016, this organization has maintained a formal policy, which adopts the Ontario Broader Public Sector Supply Chain Code of Ethics.
✓		3. During the period April 1, 2015 to March 31, 2016, this organization has made the Ontario Broader Public Sector Supply Chain Code of Ethics available and visible to all members of the organization as well as suppliers and other stakeholders involved in supply chain activities.
✓		4. During the period April 1, 2015 to March 31, 2016, this organization has maintained procurement policies that embody the 25 mandatory requirements of the Broader Public Sector Procurement Directive.
✓		5. During the period April 1, 2015 to March 31, 2016, this organization has complied with the requirements of the Broader Public Sector Procurement Directive in conducting its procurements.
✓		6. During the period April 1, 2015 to March 31, 2016, this organization has maintained rules for travel, meal and hospitality expenses in compliance with the eight requirements set out in the Broader Public Sector Expenses Directive.
✓		7. During the period April 1, 2015 to March 31, 2016, this organization has managed its travel, meal and hospitality expenses following policies which comply with the Broader Public Sector Expenses Directive.
✓		8. During the period April 1, 2015 to March 31, 2016, this organization has posted its expense rules on the organization's public website.
✓		9. During the period April 1, 2015 to March 31, 2016, this organization maintained rules for perquisites in compliance with the Broader Public Sector Perquisites Directive.
✓		10. During the period April 1, 2015 to March 31, 2016, this organization has managed perquisites, following policies which comply with the requirements of the Broader Public Sector Perquisites Directive.
✓		11. During the period April 1, 2015 to March 31, 2016, this organization has made an annual summary of perquisites received by staff and appointees, available to the public.

If not in compliance, describe corrective actions to be taken to become compliant and the associated timeframes:

Chief Executive Officer Attestation of Compliance

I hereby attest that, to the best of my knowledge, during the period April 1, 2015 to March 31, 2016, 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

Children's Aid Society of the District of Thunder Bay

Name of Organization

Rob Richardson, Executive Director

Name and Title of Chief Executive Officer

July 14, 2016

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

July 14, 2016

Date (dd/mm/yyyy)

David Tranter, Board President

Name of Chairperson

Preparing for Board of Directors Attestation of Compliance with the Broader Public Sector Accountability Act, 2010 during the period April 1, 2015 to March 31, 2016

The Board of Directors has a responsibility to ensure the organization complies with all legislation and regulations, including the Broader Public Sector Accountability Act, 2010, and the Procurement, Expenses and Perquisites Directives. The Attestation Form, over page, sets out eleven requirements and requires the organization to:

- Attest that it has complied with each of the eleven requirements;
- Or if not in compliance, to report corrective actions that will bring the organization into compliance with a responsible timeframe.

This guideline suggests some activities the Board members could undertake to fulfill their role of managerial oversight related to the attestation process. To assist Board members the numbers beside each suggested preparation activity below, match the numbers used 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 a 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.
3. Locate the procurement policy which includes the Ontario Broader Public Sector Supply Chain Code of Ethics, that is available to all members of the organization, suppliers and stakeholders. (e.g. on the organization web site).
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.
5. Obtain written confirmation from the Chief Executive Officer that the organization has conducted its procurements following approved policies which comply with the requirements of the Broader Public Sector Procurement Directive.

Have Chief Executive Officer provide a report on all non-competitive procurements, showing approvals given were consistent with the approval authority schedule, and there is documentation that cites the appropriate "allowable exception" that can justify a non-competitive procurement.

Reimbursable Expenses

6. Obtain a copy of the formal policy for travel, meal and hospitality expenses in compliance with the eight requirements set out in the Broader Public Sector Expenses Directive, with the date the expenses were approved by the Board.

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.

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 Expenses Directive.
8. View public website of the organization and locate the policy on the expenses which the organization should have published.

Perquisites

9. Obtain a copy of the formal policy for perquisites that is in compliance with the requirements set out in the Broader Public Sector Perquisites Directive, with the date the policy was approved by the Board.
10. Obtain written confirmation from the Chief Executive officer that the organization has managed perquisites, following approved policies, which comply with the Broader Public Sector Perquisites Directive.
11. View public website of the organization and locate the policy on the perquisites received by staff and appointees which the organization should have published annually.