

**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, 2019**.

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.	Yes	Document Title: OrganizationXYZ 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 Open Data Directive which came into effect on April 1, 2016.

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 <u>by March 31, 2020</u>
1. During the period of April 1, 2018 to March 31, 2019, this organization has not engaged a lobbyist to provide lobbyist services from funds provided by the Government of Ontario.	Yes	N/A	
2. During the period of April 1, 2018 to March 31, 2019, this organization has maintained a formal policy, which adopts the Ontario Broader Public Sector Supply Chain Code of Ethics.	Yes	Document Title: <ul style="list-style-type: none"> Procurement: goods, services & professional services Link to website: http://www.casott.on.ca/documents/Accountability/2019/English%20online%20Policies-Procedures.pdf	
3. During the period of April 1, 2018 to March 31, 2019, 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.	Yes	Document Title: <ul style="list-style-type: none"> Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics Link to website: http://www.casott.on.ca/documents/Accountability/2018/2012_BPS_supply_chain_code_of_ethics.pdf	

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, 2020
4. During the period of April 1, 2018 to March 31, 2019, this organization has maintained procurement policies that embody the 25 mandatory requirements of the Broader Public Sector Procurement Directive.	Yes	Document Title: <ul style="list-style-type: none"> Procurement: goods, services & professional services Link to website: http://www.casott.on.ca/documents/Accountability/2019/English%20online%20Policies-Procedures.pdf	
5. During the period of April 1, 2018 to March 31, 2019, this organization has complied with the requirements of the Broader Public Sector Procurement Directive in conducting its procurements.	Yes	N/A	
6. During the period of April 1, 2018 to March 31, 2019, this organization has followed rules for travel, meal and hospitality expenses in compliance with the eight requirements set out in the Broader Public Sector Expenses Directive.	Yes	N/A	
7. During the period of April 1, 2018 to March 31, 2019, this organization has managed its travel, meal and hospitality expenses following policies which comply with the Broader Public Sector Expenses Directive.	Yes	Document Title: <ul style="list-style-type: none"> Hospitality and community relationship expenditures Purchase/provision of beverages and food for internal meetings and events Travel and expense reimbursement - board members Travel expenses Travel plan for travel outside of Ontario Link to website: http://www.casott.on.ca/documents/Accountability/2019/English%20online%20Policies-Procedures.pdf	
8. During the period of April 1, 2018 to March 31, 2019, this organization has posted its expense rules on the organization's public website.	Yes	Document Title: <ul style="list-style-type: none"> Broader Public Sector Expense Directive Link to website: http://www.casott.on.ca/documents/BIDS/bps_expenses_directive.pdf	
9. During the period of April 1, 2018 to March 31, 2019, this organization has followed rules for perquisites in compliance with the Broader Public Sector Perquisites Directive.	Yes	N/A	
10. During the period of April 1, 2018 to March 31, 2019, this organization has managed perquisites, following policies which comply with the requirements of the Broader Public Sector Perquisites Directive.	Yes	Document Title: <ul style="list-style-type: none"> Perquisites 	

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, 2020
		Link to website: http://www.casott.on.ca/documents/Accountability/2019/English%20online%20Policies-Procedures.pdf	
11. During the period of April 1, 2018 to March 31, 2019, this organization has made an annual summary of perquisites received by staff and appointees, available to the public or has stated on the organization's public-facing website that perquisites are not made available to the public.	Yes	Document Title: <ul style="list-style-type: none"> Perquisites Disclosure Link to website: http://www.casott.on.ca/documents/Accountability/2019/perquisites%20disclosure.pdf	
12. During the period of April 1, 2018 to March 31, 2019, this organization has posted its business plan information on the organization's website in compliance with the Broader Public Sector Business Documents Directive.	Yes	Document Title: <ul style="list-style-type: none"> Service plan 2017-2019 Link to website: http://www.casott.on.ca/documents/Accountability/2019/SERVICE%20PLAN%20Final%20for%20Public%20Web site.pdf	
13. During the period of April 1, 2018 to March 31, 2019, this organization has posted additional business or financial documents on the organization's website in compliance with the Broader Public Sector Business Documents Directive.	Yes	Document Title: <ul style="list-style-type: none"> Audited Financial Statements, March 31, 2018 Link to website: http://www.casott.on.ca/documents/Accountability/2018/Audited%20Financial%20Statements%20March%2031,%202018.pdf	
		Document Title: <ul style="list-style-type: none"> Budget Submission 2018-19 Link to website: http://www.casott.on.ca/documents/Accountability/2018/CASO%202018-19%20CW%20Budget%20Plan.pdf	

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.



The Children's Aid Society of Ottawa

Signature of Chief Executive Officer

Name of Organization

Kelly Raymond

31/07/2019

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.



Signature of Chairperson

31/07/2019

Tracy Wrong

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 **within six months**.

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 preparation 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.
3. Locate the organization's 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.
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.

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

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 eight requirements set out in the Broader Public Sector 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 Expenses Directive.
8. View public website of the organization and locate the policy and/or rules on the expenses which the organization should have published as per that policy and/or rules.

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, following approved policies, which comply with the Broader Public Sector Perquisites Directive.
11. View the public website of the organization 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 or post a statement to the effect that the organization does not give staff and appointees perquisites.

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).