

**Attestation of Compliance with the Broader Public Sector Accountability Act, 2010 and associated Directives
Period of April 1, 2020 to March 31, 2021**

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, 2021**. Please return the below completed/signed attestation and reporting forms to your Regional Office contact by **February 4, 2022**.

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 by March 31, 2022
During the period of April 1, 2020 to March 31, 2021, this organization has posted its expense rules on the organization's public website.	Yes	Document Title: <i>Organization XYZ Expense Rules</i> 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 by March 31, 2022
1. During the period of April 1, 2020 to March 31, 2021, this organization did not utilize the funds provided by the Government of Ontario to engage a lobbyist for its services.	Yes	N/A	
2. During the period of April 1, 2020 to March 31, 2021, this organization maintained a formal policy that adopts the Ontario Broader Public Sector Supply Chain Code of Ethics .	Yes	Document Title: PROCUREMENT DIRECTIVE Link to document on website: http://www.optionsnorthwest.com/upl/oad/documents/fd-viii-10-procurement-directive.pdf	

Organization:			
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3. During the period of April 1, 2020 to March 31, 2021, 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: BROADER PUBLIC SECTOR ACCOUNTABILITY Link to document on website: http://www.optionsnorthwest.com/upload/documents/fd-viii-10-procurement-directive.pdf	
4. During the period of April 1, 2020 to March 31, 2021, this organization maintained procurement policies that embody the 25 mandatory requirements of the Broader Public Sector Procurement Directive .	Yes	Document Title: QUOTATION AND TENDER REQUIREMENTS Link to document on website: http://www.optionsnorthwest.com/upload/documents/fd-viii-10-procurement-directive.pdf http://www.optionsnorthwest.com/upload/documents/policy/fd-viii-6-quotation-and-tender-requireme001.pdf	
5. During the period of April 1, 2020 to March 31, 2021, this organization complied with the 25 requirements of the Broader Public Sector Procurement Directive when conducting its procurements.	Yes	N/A	
6. During the period of April 1, 2020 to March 31, 2021, this organization maintained expenses policies that embody the mandatory requirements for travel, meal and hospitality expenses of the Broader Public Sector Travel, Meal and Hospitality Expenses Directive .	Yes	N/A	
7. During the period of April 1, 2020 to March 31, 2021, this organization managed its travel, meal and hospitality expenses following policies which comply with the Broader Public Sector Travel, Meal and Hospitality Expenses Directive .	Yes	Document Title: BROADER PUBLIC SECTOR ACCOUNTABILITY Link to document on website: http://www.optionsnorthwest.com/upload/documents/policy/fd-iv-7-hospitality-expense.pdf http://www.optionsnorthwest.com/upload/documents/policy/fd-iv-4-travel-expense.pdf	

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8. During the period of April 1, 2020 to March 31, 2021, this organization posted its expenses rules/policies on its public website.	Yes	Document Title: BROADER PUBLIC SECTOR ACCOUNTABILITY Link to document on website: http://www.optionsnorthwest.com/bps	
9. During the period of April 1, 2020 to March 31, 2021, this organization followed rules for perquisites in compliance with the requirements under the Broader Public Sector Perquisites Directive .	Yes	N/A	
10. During the period of April 1, 2020 to March 31, 2021, this organization managed its perquisites by following policies which comply with the requirements of the Broader Public Sector Perquisites Directive .	Yes	Document Title: PERQUISITES Link to document on website: http://www.optionsnorthwest.com/upload/documents/policy/fd-iv-8-perquisites.pdf	
11. During the period of April 1, 2020 to March 31, 2021, 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: BROADER PUBLIC SECTOR ACCOUNTABILITY-REPORTS Link to document on website: http://www.optionsnorthwest.com/upload/documents/about-us/bps/20-21-perquisites-annual-report.pdf	
12. During the period of April 1, 2020 to March 31, 2021, this organization posted its business plan information on the organization's public website in compliance with the Broader Public Sector 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: ABOUT US-ANNUAL REPORTS, VISION, MISSION, PHILOSOPHY, HISTORY Link to document on website: http://www.optionsnorthwest.com/annual-reports http://www.optionsnorthwest.com/agency	
13. During the period of April 1, 2020 to March 31, 2021, this organization posted additional business or financial documents on the organization's public website in compliance with the Broader Public Sector Business Documents Directive . 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.	Yes	Document Title: ABOUT US-ANNUAL REPORTS Link to document on website: http://www.optionsnorthwest.com/annual-reports http://www.optionsnorthwest.com/agency	

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<i>*Mandatory for Children's Aid Societies: Societies must post their Accountability Agreements on their public-facing websites.</i>			
<p>14. New requirements to enhance the quality of annual reporting and include elements previously recommended as best practices:</p> <ul style="list-style-type: none"> - <u>Outcome-based performance targets</u>: Requiring performance targets in business documents to be based on outcomes as well as outputs. - <u>Risk identification</u>: Requiring business documents to identify significant risks that have impacted performance and results, including mitigation plans where performance and results were not achieved. - <u>Financial performance analysis</u>: Requiring business documents to include analysis of financial performance, including variances between actual financial results and budgeted/forecasted amounts for the prior year. 	No	<p>Document Title: Link to document on website:</p>	Currently developing reporting documentation to capture new requirements by March 31, 2022
<p>15. New timing requirement for posting audited financial statements For designated BPS organizations that are included in the Province's consolidated financial statements, and whose fiscal year ends on March 31 – audited financial statements must be posted no later than the release date of the Public Accounts of Ontario.</p>	Yes	<p>Document Title: ABOUT US-ANNUAL REPORTS Link to document on website: http://www.optionsnorthwest.com/annual-reports</p>	

Chief Executive Officer Attestation of Compliance

I hereby attest that, to the best of my knowledge, during the period of April 1, 2020 to March 31, 2021, 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.

OPTIONS NORTHWEST PERSONAL SUPPORT SERVICES



Signature of Chief Executive Officer

Name of Organization

TONY DEGAZIO, EXECUTIVE DIRECTOR

10/02/2022

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.

Meghan Hanbury

Digitally signed by Meghan

Hanbury

Date: 2022.02.11 11:33:06 -05'00'

Signature of Chairperson

10/02/2022

MEGHAN HANBURY

Name of Chairperson

Date (dd/mm/yyyy)