



MEMORANDUM

TO: Board of Directors
FROM: Donna Zan, Executive Director
DATE: September 30, 2024
RE: **FACTUAL CERTIFICATE – Broader Public Sector Accountability**

I, the undersigned hereby certify that, to the best of my knowledge, information and belief after due inquiry, for the period ending March 31, 2024.

The Catholic Children's Aid Society of Hamilton is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:

- All payroll deductions at source, including Employment Insurance, Canada Pension and Income Tax
- Ontario Employer Health Tax
- Harmonized Sales Tax

And we attest that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.

The agency is in compliance with all applicable Health and Safety Legislation regarding meetings and site inspections. The Management and Worker representatives have completed the training.

Lobbyists

The Catholic Children's Aid Society of Hamilton has not engaged a lobbyist to provide services from funds provided by the Province of Ontario.

Broader Public Sector Procurement

The Catholic Children's Aid Society of Hamilton has maintained procurement policies that embody the 25 mandatory requirements of the Broader Public Sector Procurement Directive. All procurements have been conducted following the approved policies which comply with the requirements of the Broader Public Sector Procurement Directive.

Broader Public Sector Reimbursable Expenses

The Catholic Children's Aid Society of Hamilton has managed its travel, meal and hospitality expenses following the approved policies, which comply with the requirements of the Broader Public Sector Expenses Directive.

Perquisites

The Catholic Children's Aid Society of Hamilton has managed perquisites, following approved policies, which comply with the Broader Public Sector Perquisites Directive.

Business Documents

The Catholic Children's Aid Society of Hamilton confirms that we have posted our business plan, annual report and financial documents on the organizational website.

Dated at Hamilton, Ontario, the 16th day of September 2024.

A handwritten signature in black ink, appearing to read 'D. Zan', with a stylized flourish at the end.

Donna Zan, MSW
Executive Director