

## Business Document Policy

Manual : Policy Library	Section : Section 18 Broader Public Sector Accountability Directive	Issued Date : November 25, 2024
Policy Name : Business Document Policy	Policy Number : 18.04	Reviewed/Revised Date : December 2, 2024
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### Purpose

Community Living Grimsby, Lincoln, and West Lincoln (the “Agency”) complies with the Broader Public Sector (BPS) Business Documents Directive, issued in accordance with the Broader Public Sector Accountability Act, 2010.

### DEFINITION

The objective is to provide the public with consistent and accessible business information, specifically to:

- Provide the public with accessible and consistent reporting practices
- Strengthen the accountability for publicly received funding
- To be open and transparent

### PRINCIPLES

**Accountability** – The Agency is accountable for public funds used to deliver programs, services, and provide infrastructure on behalf of the Government of Ontario.

**Transparency** – The Agency must be transparent to the public. This information must be clear, easily understood and accessible to the public.

**Value for Money** – The Agency must demonstrate through their business documents and information that programs and operations are managed responsibly in the public interest.

### Mandatory requirements

The Agency will prepare and publish business plans and other business or financial documents on the Agency’s website.

### Information in business plans

The Agency will post business plans that contain the following information:

- mandate and strategic direction;
- overview of current and future programs and key activities; and
- performance measures and targets.

**Timing for Posting** - The information will be posted each year within six months of the beginning of the fiscal year.

**Information in additional business or financial documents**

The Agency will post additional business or financial documents that contain at minimum the following information:

- a description of key activities over the previous fiscal year of the organization
- an analysis of operational performance
- a discussion of performance targets achieved and actions to be taken if not achieved
- audited financial statements

**Timing for Posting** - The information will be posted each year within six months of the end of the organization's fiscal year.

**Access**

*All the documents and information required in this directive must be available on the same webpage on the organization's website. Organizations may have to create a webpage that directs visitors to the mandatory accountability information required in this directive. It is recommended that the dedicated webpage include a link to information on BPS accountability located on Ontario.ca. This provides the public with useful information.*