

Flavian Pinto

From: Maria Zegarac <mzegarac@rygiel.ca>
Sent: March-29-16 10:45 AM
To: Flavian Pinto; April Papineau; Darlene Ryan (darlene.ryan@clpe.on.ca); brian@clwindsor.org; Brian Sim-Little (Brian.Sim-Little@cfl.on.ca); John Jiang (DFIN) (dfin@deafblindontario.com); Rose Renaud (rose@communitylivingessex.org); David Renfrew
Subject: BPS documents directive

Hi – please see below from Paul Miller. The United Way example is a good one

Maria

Hi Maria.

Due to the newness of the Directive, at this point of time there are no sample documents that are available to share.

To answer your questions below, we can guide you is that your website already list your strategic direction under the “About Us” drop-down menu which answers your first question. As for an overview of your current programs, if you completed the following table and posted that on your publicly-facing website, that would address your second question.

- *-an organization’s mandate and strategic direction;*
- *-an overview of current and future programs and key activities; and*
- *performance measures and targets.*
-
- *-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; and*

Many organizations post their annual report from their Annual General Meeting on their website which should address your other questions

Example:

Programs (please amend it accordingly)	Funding (\$,000)	Outcomes/Deliverables	Outcom
Adult Community Living-Group Living Supports			
DS Intensive Support Residences			
DS Supported Independent Living			
DS Caregiver Respite Services and Supports			
DS Community Participation Services and Supports			

Out-of-Home Respite Services			
CYMH Intensive Treatment Services			

As an example the United Way of Toronto does have a very good website that addresses these governance issues.

<http://www.unitedwaytyr.com/annualreport>

Hope this is helpful, please let me know if you have any questions.

Thanks, Paul

Paul G Miller

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Have you checked out the new tools available on EMMA for procurement? Click below to see new documents available!

<http://intra.net.gov.on.ca/mcss-mcys-emma/procurement-policies/mcssmcys-procurement/>

From: Maria Zegarac [<mailto:mzegarac@rygiel.ca>]
Sent: March 15, 2016 5:16 PM
To: Skyers, Steve (MCSS)
Subject: RE: BPS documents directive

Hi Steve – would you be able to call me on this please. Thanks

Maria Zegarac, CPA, CMA
Director of Finance

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"In the beginner's mind there are many possibilities, but in the expert's mind, there are few." Shunryu Suzuki

From: Maria Zegarac
Sent: March-10-16 12:28 PM
To: Steve.Skyers@ontario.ca
Subject: BPS documents directive

Hello Steve – many folks in our sector is not clear what items are required to meet this directive. Do you have a sample document(s) that we could refer to. Thank you

The Directive requires designated BPS organizations to post business plans that contain at minimum the following information:

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

The Directive also requires designated BPS organizations to 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; and

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