

**MINISTRY OF CHILDREN AND YOUTH SERVICES**  
**POLICY DIRECTIVE - CW 001-16**  
**POST EXECUTIVE-LEVEL STAFF TRAVEL EXPENSES TO PUBLIC WEBSITE**

## **POLICY DIRECTIVE**

This directive issued under s. 20.1 of the *Child and Family Services Act* requires all children's aid societies to post year-end audited actual travel expenses incurred by executive-level staff on their public websites on an annual basis.

## **EFFECTIVE DATE**

This Policy Directive will become effective on **April 1, 2016**.

## **INTRODUCTION**

The Broader Public Sector (BPS) Business Documents Directive came into effect on January 1, 2016. The Business Documents Directive requires designated BPS organizations to post business plans and other business and financial documents to their public website. The Business Documents Directive is intended to provide the public with a means to understand the business objectives and overall operations of these organizations, and to bring consistency and transparency across designated BPS organizations.

The Ministry of Children and Youth Services is committed to promoting the best interests of children, and strengthening accountability and transparency of use of public funds dedicated to children's services by requiring children's aid societies to publicly post travel expenses incurred by executive-level staff.

## **REQUIREMENTS**

1. All children's aid societies are required to post the total year-end audited actual travel expenses incurred by executive-level staff to their public websites. Executive-level staff is defined as the Executive Director, or Chief Executive Officer, and all executive staff that report directly to this position. This includes all members of the Senior Management Team (e.g. Director of Services, Director of Resources, Director of Finance, Director of Human Resources, Director of Legal Services, Director of Quality Assurance and/or Director of Information and Technology).
2. Children's aid societies will post the total approved year-end audited actual travel expenses by individual executive-level staff member for each of the following expense categories:
  - Accommodations
  - Meals
  - Transportation – Specify by type: Airplane, Train, Vehicle, Taxi, Other
  - Other travel expenses

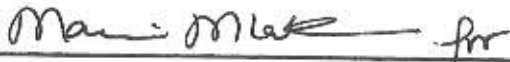
3. Children's aid societies must post the total approved year-end audited actual travel expenses by individual executive-level staff member on or before the last day of the fourth month following the end of each fiscal year (i.e. July 31).
4. Children's aid societies must provide attestation of compliance with the requirements of this directive each fiscal year in their Child Welfare Transfer Payment Annual Reconciliation Reports.

**ISSUANCE OF POLICY DIRECTIVE: March 21, 2016**



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Rachel Kampus  
Assistant Deputy Minister  
Service Delivery Division  
Ministry of Children and Youth Services



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Jennifer Morris  
Assistant Deputy Minister/A  
Policy Development and Program Design Division  
Ministry of Children and Youth Services