

EARLY LEARNING AND CHILD CARE PROGRAM CIRCULAR

Date: JUNE 05, 2023

CIRCULAR NUMBER: ELCC-2023-06

To: All licensed child care facilities, Early Learning and Child Care Division
Subject: **Declaration under the Public Sector Compensation Disclosure Act**
Effective Date: March 31, 2023

Type: Policy All Facilities Action Required
 Procedure Centers Information Only
 Licensing Nursery Schools
 Financial Family/Group Homes
 Subsidy

This is to bring to your attention the increase in compensation threshold amount for disclosure under the Public Sector Compensation Disclosure Act (PSCDA) from \$75,000 to **\$85,000** effective January 1, 2023. All fiscal years ending after December 31, 2022 will therefore adopt the \$85,000 threshold.

This communication also serves a reminder to all eligible facilities about the requirement for publicly funded bodies to comply with provisions of the Public Sector Compensation Disclosure Act (PSCDA), including the Declaration form to be signed and returned to the Department of Early Education and Childhood Learning (EECL) by **July 7, 2023.**

Publicly funded bodies are required to:

- Provide no later than July 7 each year, a **Declaration Form** stating that the organization is aware of, and is in full compliance with PSCDA requirements as at March 31 of the same year;
- **Disclose compensation above \$85,000**, in their Audited Financial Statements or a special Compensation Disclosure statement; disclosure should occur no more than six months after the end of their own fiscal year or the calendar year; and
- Make the required information available for inspection upon request, if it is not published on their website.

For the purpose of PSCDA, the following child care facilities are considered as publicly funded bodies: any person, organization or body, whether or not incorporated, that does not carry on its activities for the purpose of profit, and receives in a fiscal year from one or more other public sector bodies (the Government of Manitoba or its agencies) funding that totals at least:

- \$500,000, or
- \$200,000, if the funding is 50% or more of its total revenue for the fiscal year.

All facilities that received at least \$200,000 from Early Learning and Child Care Division (ELCC) within the period April 1, 2022 to March 31, 2023, will receive email confirmation of the total amount received shortly. This lower threshold of \$200,000 is in consideration of the fact that child care facilities may have received revenue from other public sector bodies.

The PSCDA provides publicly funded bodies with the option of disclosing the information required by the Act within six months after the end of either the entity's fiscal year or calendar year, albeit in a consistent manner from year to year. Therefore, eligible facilities for the 2022/23 fiscal year will disclose information in one of the following ways:

- By calendar year, disclose remuneration paid in the 2022 calendar year, with a due date of July 7, 2023 (noting that the \$75,000 threshold applies to the 2022 calendar year);
- By fiscal year:
 - ending in March will disclose remuneration paid from April 2022 to March 2023, with a due date of September 30, 2023; and
 - ending in a month other than March, will disclose remuneration paid for the fiscal year, with due date of six months after the end of the fiscal year.

To provide additional support, the department will be scheduling webinars for centre directors/board members and a separate email invitation to register for these webinars will follow. Directors/board members are encouraged to attend.

If you have any questions about the Declaration Form or compliance with the PSCDA, please contact the Early Learning and Child Care division at elccfinance@gov.mb.ca with the subject line "**Questions – PSCDA.**"

Sincerely,

Early Learning and Child Care Division

Attachment:

Declaration under the Public Sector Compensation Disclosure Act.

Declaration Under the Public Sector Compensation Disclosure Act
Early Learning and Child Care Division

Name of Organization : _____

This is to certify that our organization is aware of and is in full compliance with the requirements under [The Public Sector Compensation Disclosure Act](#) (C.C.S.M. c. P265), Sections 2(1) and 3(1) as at March 31, 2023.

a) *The list of salaries greater than the Act's threshold * is located at the following online location:*

or, if you are a publicly funded organizations with no web access

b) *Information will be made available as per Section 6 of the Act by the following means:*

COMMENTS:

Authorized Financial Officer : _____

Date : _____

Please submit the complete form by **email** to elccfinance@gov.mb.ca

or a send a completed print copy by mail or fax to : **Early Learning and Child Care Division**

Manitoba Education and Early Childhood Learning
210 - 114 Garry Street | R3C 4V4

Winnipeg, Manitoba

FAX: 204-948-3540

ATTN: Financial Accountability and Reporting Branch

* The Public Sector Compensation Disclosure Act threshold for salary disclosure has increased from \$75,000 to \$85,000 effective January 1, 2023. If the entity is reporting as at December 31, 2022, the former threshold of \$75,000 applies.