

PERQUISITES POLICIES AND PROCEDURES

POLICY

The Agency does not allow any perquisite (perks) to our Board members, employees or volunteers. This in accordance with the Ministry Directive BPS Perquisites, effective August 2, 2011. Any variance to this policy must be with the approval of the Executive Director.

Perquisites will be available to the public on the organization's website on an annual basis (personal information will not be provided).

PROCEDURES

1. Definition: A perquisite (or perk) is a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

2. Scope:

a) These procedures apply to:

- i. Appointees,
- ii. Board members,
- iii. Elected officials (e.g. school trustees), and
- iv. Employees.

b) These procedures do not apply to:

- i. provisions in collective agreements
- ii. insured benefits
- iii. items generally available on a non-discriminatory basis for all or most employees (e.g. an employee assistance program, pension plans)
- iv. health and safety requirements (e.g. provisions of work boots)
- v. employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays)
- vi. Expenses covered under an organization's rules on travel, meals and hospitality (established in accordance with the BPS Expense Directive)

3. Principles: This directive is based on three key principles:

- a) Accountability
Organizations are accountable for their use of public funds. All expenditures support business objectives.
 - b) Transparency
Organizations are transparent to all stakeholders. The rules for perquisites are clear and easily understood.
 - c) Value for Money
Taxpayer dollars are used prudently and responsibly.
4. The Agency is not allowed to purchase any of the following perquisites under any circumstances nor by any means (e.g. Offer of employment letter, a promise of a benefit, an employment contract, or a reimbursement of an expense):
- a) Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs, or social clubs
 - b) Season tickets to cultural or sporting events
 - c) Clothing allowances not related to health and safety or special job requirements
 - d) Access to private health clinics – medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans
 - e) Professional advisory services for personal matters, such as tax or estate planning.
5. Perquisites that are not related to business requirements are not allowed. Only in limited and exceptional circumstances will a perquisite be allowed, when it is demonstrated to be a business-related requirement for the effective performance of an individual's job.
6. Approval of any allowable perquisites outlined in these procedures, must be granted by the Executive Director.
7. Records regarding any perquisites must be attached to the approval and maintained by the Director of Finance and Administration for verification and audit purposes.
8. On an annual basis, the Director of Finance and Administration will produce a summary of perquisites that have been allowed (personal information will not be provided). This list will be available to the public, should it be requested.

Review of Policy

This Policy will be reviewed within a four year cycle or sooner if necessary.

(Ministry Directive Broader Public Sector Perquisites Directive, effective August 2, 2011)