

## Administration

**Approved by:** Board of Directors  
**Date:** September 26, 2012

**Finances**  
**Policy Code:** AD-03-095  
**Page:** 1 of 2

**Review Date:**  
**Revised Date:**  
**References:** Broader Public Sector Perquisites Directive

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## PERQUISITES

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### POLICY

The Society follows the principles and mandatory requirements for the granting of perquisites as established in the Broader Public Sector Perquisites Directive issued by the Management Board of Cabinet on August 2, 2011.

A perquisite is defined as 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. This policy applies to all employees, board members and appointees.

This policy does not apply to the following: provisions of the collective agreement, insured benefits, items generally available on a non-discriminatory basis for all or most employees, health and safety requirements, employment accommodations made for human rights and or accessibility considerations, and expenses covered under the agencies policy on travel, meals, and hospitality.

A perquisite is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.

On an annual basis a summary of perquisites provided above \$1,500 will be posted on the agencies web site. Personal information will not be included in this report.

### PROCEDURE

The following rules must be adhered to when considering granting a perquisite;

1. The following perquisites are not allowable under any circumstance;
  - Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
  - Seasons tickets to cultural or sporting events
  - Clothing allowances not related to health and safety or special job requirements

- 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
- Professional advisory services for personal matters, such as tax or estate planning.

These privileges cannot be provided by any means, including:

- 1.1. an offer of employment letter, as a promise of a benefit,
  - 1.2. an employment contract, or
  - 1.3. a reimbursement of an expense.
2. Perquisites must be approved by the executive director. If the perquisite is for the executive director it must be approved by the board of directors.
  3. Documentation must be maintained showing the approval and reason for the approval of the perquisite.

[return to index](#)