

Department:	Finance & Administration
Approved by:	Executive Team
Operational Lead:	Manager, Finance
Revision Date:	May 14, 2020

Policy Number:	FIN-008
Accountability:	VP, Finance & Corporate Services
Policy Origin Date:	August 12, 2015
Review Date:	May 2022

POLICY TITLE:

Perquisites

1 POLICY

- 1.01 This policy sets out Surrey Place's Perquisites rules, which are in accordance with the Management Board of Cabinet Broader Public Sector Perquisites Directive Effective April 01, 2011.

2 PURPOSE

- 2.01 The purpose of this policy is to support the Vision, Mission and operational activities of Surrey Place, and to establish the principles, mandatory requirements and guidelines on perquisites where these are provided through public funds.
- 2.02 The overall objective of this policy is to ensure that Surrey Place complies with the three principles set forth in Broader Public sector Perquisites Directive Effective April 1, 2011 as follows:
- a) **Accountability:** Surrey Place is accountable for the use of public funds.
 - b) **Transparency:** Surrey Place is transparent to all stakeholders. The rules for perquisites are clear and easily understood.
 - c) **Value for Money:** Public funds are used prudently and responsibly.

3 SCOPE

- 3.01 This Policy applies to all Surrey Place's employees, students, volunteers and Board Members.

4 LEGAL AUTHORITY

- 4.01 Broader Public Sector Perquisites Directive 2011
4.02 Broader Public Sector Perquisites Rules 2014

5 RESPONSIBILITY

6 DEFINITIONS

- 6.01 "Perquisites", or "perks", refers to 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.

7 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

7.01 None noted.

8 PROCEDURES

8.01 The following perquisites are not allowed under any circumstance:

- a) Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs;
- b) Seasons 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; and
- e) Professional advisory services for personal matters, such as tax or estate planning.

8.02 The following items are not considered perquisites:

- a) Provisions of collective agreements;
- b) Insured benefits;
- c) Items generally available on a non-discriminatory basis for all or most employees;
- d) Health and safety requirements;
- e) Employment accommodations made for human rights and/or accessibility considerations; and
- f) Expenses covered under Surrey Place’s policy on travel, meals and hospitality.

8.03 A perquisite is not allowable if it is not a business-related requirement.

8.04 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.

8.05 A perquisite for the CEO requires approval from the Board President. A perquisite for the other employees, students and volunteers requires approval from the CEO.

8.06 A perquisite for Board Members requires approval from the CEO and the Board President.

8.07 All approved perquisites with supporting documents should be kept on file in the Finance Department for a period of no less than seven years.

8.08 To make allowable perquisites publicly available, a summary of paid perquisites, including description and dollar amount, will be posted annually on Surrey Place’s website in an accessible form. Personal information should not be provided.

9 ATTACHMENTS

9.01 None noted.

10 REVISION HISTORY

Date Reviewed	Reviewer (Director or designate)	Comments
04-Oct-19	Coordinator, Special Projects	Updated Policy Template
14-May-20	Manager, Finance	Reviewed, no changes.