

	POLICY NUMBER:	FB-09-21
	ADOPTED:	December 1, 2014
	APPROVED BY:	Executive Director
	LAST REVIEWED:	May 10, 2022
CATEGORY	09 Finance and Business	
TITLE	Perquisites Policy	

## Definitions

Perquisite - a perquisite 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.

Public Funds - the public money that is provided directly by the Government of Ontario or an agency of the Government of Ontario, through a grant, transfer payment or other funding agreement.

## General Principles

Accountability - Contact Hamilton is accountable for its use of public funds. All expenditures support business objectives.

Transparency - Contact Hamilton is transparent to all stakeholders. The rules for perquisites are clear and easily understood. The organization will provide summary information about perquisites to be published on Contact Hamilton's public website on an annual basis.

Value for Money - Taxpayer dollars are used prudently and responsibly.

## Policy:

A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.

The following perquisites are **not allowed** under any circumstances:

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
- Season's 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 Contact Hamilton’s group insurance benefits plan.
- Professional advisory services for personal matters, such as tax or estate planning.

These privileges/perquisites cannot be provided by any means, including:

- An offer of employment letter, as a promise of a benefit,
- An employment contract, or
- A reimbursement of an expense.

Any request for a business-related perquisite must be made in writing to the Executive Director. Approval for any perquisite request will only be granted in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual’s job, and is not disallowed as per this policy.

No perquisite shall be taken or paid for in advance of written approval by the Executive Director.

Any provision in any other policy or agreement that conflicts with this policy is not valid or enforceable.

Contact Hamilton currently offers the following perquisites:

1) Contact Hamilton, through arrangements with the lessor and the on-site parking authority will provide parking to senior managers as long as the roles of the senior managers require regular and ongoing attendance at the Hamilton office site.

2) Where required and approved, senior management may have professional membership dues paid by the organization, where it serves as a benefit to the effective performance of their job.

**Procedure:**

1. All requests, declined requests and approved requests will be filed and maintained by the Executive Assistant, and copied to the accountant in order to support the reimbursement of the expense.
2. The Executive Director shall maintain a record of all approved and allowed perquisites and will provide summary information about said perquisites to be published on Contact Hamilton's public website on an annual basis. Personal information will not be provided in this summary.

This policy was created in accordance with the *Broader Public Sector Perquisites Directive* under the [\*Broader Public Sector Accountability Act, 2010\*](#) (Part IV.1: *Perquisites*).