

	POLICY NUMBER:	FB-09-21
	ADOPTED:	December 1, 2014
	APPROVED BY:	Executive Director
	LAST REVIEWED:	August 22, 2024
	NEXT REVIEW:	May 1, 2025
CATEGORY	09 Finance and Business	
TITLE	Perquisites Policy	

Definitions

Perquisite

Aa 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.

Policy

Contact Hamilton for Children’s and Developmental Services (“Contact Hamilton”) adheres to the following principles:

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

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 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. Where the Executive Director is requesting a business-related perquisite, they must seek the approval of the Board of Directors.

Perquisites may be one-time or ongoing, as approved. Perquisites may be discontinued at any time at the discretion of Contact Hamilton.

No perquisite shall be taken or paid for in advance of written approval.

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:

- Contact Hamilton, through arrangements with the leasor, 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.
- 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, and where funding is available.

Any new requests for perquisites will be filed and maintained by the Manager of Human Resources, and copied to the Finance department in order to support the reimbursement of the expense.

The Executive Director shall provide summary information about 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 \(Part IV.1: Perquisites\)](#).

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