



## STANDARD & PROCEDURES

<b>Category:</b>	Finance Services	
<b>Approved by:</b>	Executive Director	<b>Review Date:</b>
<b>Effective Date:</b>	February 22, 2013	February 2017
<b>Board Policy Reference:</b>	OMN-030 Financial Resources	
<b>Cross – References:</b>		
<b>Lead:</b>	Director of Corporate Services	
<b>Code:</b>	FIN-265	

### **BROADER PUBLIC SECTOR PERQUISITES**

#### **PREAMBLE/PURPOSE**

On December 14, 2010, the Ontario Government announced plans to “deliver better value for taxpayers” by proposing to ban public sector perks, eliminate unnecessary government agencies and cancel awards.

The following standards apply to any person including, but not limited to appointees, board members, elected officials and employees.

The standards do not apply to provisions of collective agreements, insured benefits, items generally available on a nondiscriminatory basis for all or most employees including health and safety requirements, employment accommodations made in light of human rights and/or accessibility considerations. The standards do not apply to expenses covered under the standards and procedures pertaining to travel, meals and hospitality.

#### **DEFINITIONS**

**A perk** (perk) refers to a privilege that is provided to an individual or to a group of individuals. A perk provides a personal benefit and is not generally available to others. A perk is not allowable if it is not a business-related requirement. In order to be allowable, it must be a business-related requirement for the effective performance of an individual’s job.

#### **STANDARD**

*Standards are basic rules of practice to support Board Policy and provide context for Procedures. They are also informed by intent of legislation, Ministry Directives, accreditation requirements, best practice research and quality improvement activities. Departures require written approval from the Executive Director or member of the Senior Team and may be considered if reasons are*

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*beyond the control of the staff member, e.g. service user is not available for interview. Workload is not a valid reason for not meeting standards.*

1. BGCFS ensures that procedures regarding perquisites (perks) are in place and communicated to Board and staff members on a regular basis.

### PROCEDURES

*Procedures are a practical guide regarding what to do, when to do it and who is responsible. They detail the implementation of Standards and ensure that professional practice is delivered within a consistent framework. They are also informed by requirements of legislation, Ministry Directives, accreditation requirements, best practice research and quality improvement activities. Procedural departures may be approved in writing by a supervisor if circumstances are beyond the control of a staff member, e.g. service user is not available.*

#### 1. Perquisites Practices

- 1.1. BGCFS does not allow the following “perks” under any circumstances:
  - Club memberships for personal recreation or socializing purposes, including but not limited to 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; and/or,
  - Professional advisory services for personal matters, such as tax or estate planning.
- 1.2. Effective record keeping practices are undertaken and records are maintained for verification and audit purposes.
- 1.3. On an annual basis, summary information about “perks” is made public.

### PRACTICE NOTES

*Practice Notes are guidelines developed to provide users with recommendations for best practice.*

#### Forms:

#### Approval History:

New

#### Source References:

Broader Public Sector Accountability Act, 2010 (BPSAA)

Management Board of Cabinet, Broader Public Service Perquisite Directive, August 2, 2011