

## MEMORADUM

TO: Board of Directors and All Staff  
FROM: James Duncan, Executive Director  
DATE: June 30, 2016  
RE: Annual Report on Perquisites

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Under the Broader Public Sector Perquisites Directive, CWSDS is required to provide a public report setting out summary information on perquisites, if any, that have been approved to be provided to staff.

This will confirm for the fiscal year 2015-2016, no non-business related perquisites have been or are currently being provided to members of staff.

As part of normal activities for purposes of effectively fulfilling the requirements and obligations of their position, staff based on their position within the organization may be allocated the following:

- Mileage reimbursement as provided in the policy/procedures and/or applicable collective agreements.
- A laptop or similar portable computer equipment and accessories;
- Cellular phone or similar equipment,
- Membership in professional organizations or associations where relevant and approved by the appropriate Director
- Use of company vehicle for economical travel to meetings, conferences etc.
- Educational courses/seminars that are directly related to the business
- Participation in relevant provincial and national conferences

These provisions are not generally considered perquisites and are necessary to the proper operation of the organization and have been identified to ensure full disclosure of employment amenities.

The Policy and this Memorandum can be found on the CWSDS website ([cwsds.ca](http://cwsds.ca)) under Business & Financial.