



## TOWN OF BLACK DIAMOND PROCEDURE

<b>Procedure #:</b> COUNCIL-012
<b>PROCEDURE TITLE:</b> Acceptance of Gifts
<b>Approval Date:</b> September 7, 2017
<b>Revision Date:</b>
<b>Department:</b> COUNCIL

### 1. General Guidelines

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, either personally or through a family member or friend, which is connected directly or indirectly with the performance of their duties of office.

**1.1.** Members may choose to accept the following gifts, under the conditions noted here or as required by law:

**1.1.1.** token gifts valued at \$50.00 or less (such as items bearing corporate logos); gifts involving tickets for event attendance with a total value for all tickets being gifted not exceeding \$300.00 ; or other gifts from any person or organization that is not connected, either directly or indirectly, with the performance of the duties of office.

**1.1.1.a.** Any gifts with an estimated value of \$50.00 or more must be reported, on a monthly basis, on the Elected Official Acceptance of Gifts Report. The report will note the approximate value of the gift, the person or organization providing the gift, as well as showing the final disposition of the gift.

**1.1.1.b.** Members receiving gifts which exceed these limits may choose to do either of the following:

- return the gift(s) exceeding the limits, along with an explanation of why they cannot be accepted, or
- accept the gift(s) on behalf of the Town of Black Diamond, to be used by Council as deemed appropriate, notifying the giver



## COUNCIL-012 – Acceptance of Gifts Procedure

that the gift will be used by Council as a donation or gift to an event of their choice.

- ◆ gifts (such as event tickets) that have a requirement for usage before a Council resolution can be obtained must either be returned to the giver with an explanation, or released to the Town Staff and Council Members who are interested and able to attend the event in question. The tickets will then be drawn for, in a fair and equitable manner. The Member must be sure that the giver is fully aware of and agreeable to this process.

**1.1.1.c.** Members choosing to pass the gift(s) to the Town of Black Diamond will not be eligible to receive any receipt for donation to the Town.

**1.1.1.d.** Members accepting gifts are responsible to ensure that they are doing so and reporting gifts in accordance with all provincial and federal legislation;

- 1.2.** political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- 1.3.** food and beverages at banquets, receptions, ceremonies or similar events;
- 1.4.** services provided without compensation by persons volunteering their time;
- 1.5.** food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions, or by an organization requesting that a Member attend an event to make a presentation or receive an award as a representative of the Town;
- 1.6.** a reimbursement of reasonable expenses incurred in the performance of duties of office, in accordance with relevant Town of Black Diamond policy and procedure;
- 1.7.** token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the municipality at an event: and
- 1.8.** gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

## **2. Elected Official Acceptance of Gifts Report**

- 2.1.** The Elected Official Acceptance of Gifts Report is attached to this Procedure document as Appendix A.



- 2.2. Each month, when filing their *Council Monthly Meeting Claim* form and any required *Council Expense Reimbursement Claim* form, Members should also file any applicable *Elected Official Acceptance of Gifts Report* at the same time.
- 2.3. The Mayor or the Deputy Mayor will review completed *Elected Official Acceptance of Gifts Report* forms. Any concerns should be addressed directly with the Member concerned. The reviewer will initial approval on all forms that raise no questions. Once reviewed, the form will be turned in to the Finance Manager. The completed forms will be posted to the Town website, along with the Members’ other financial reporting forms, on a monthly basis.
- 2.4. If a form shows that a gift has been accepted on behalf of Council, as per section 1.1.1.b of this procedure, and Council has not yet made a resolution regarding the status of that gift, a copy of the form should also be provided to the Legislative Services department. The acceptance of that gift will be outlined in a Request for Decision, at the next available meeting of Council, along with direction to Administration to place the item in inventory for future donation, or other similar direction.

**3. End of Procedure**

**APPROVAL**

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Sharlene Brown, CAO

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Date

**REVIEW**

**Procedure reviewed, no changes required:**

CAO Signature	CAO Name ( <i>print</i> )	Date Reviewed/Approved
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