



TOWN OF BLACK DIAMOND POLICY

POLICY #: COUNCIL-012	
TITLE: Acceptance of Gifts	
Approval Date: September 6, 2017	Resolution #: 2017-388
Revisions:	
Approval Date:	Resolution #:
Department: COUNCIL	

Policy Statement:

Members of Council may be offered or presented with gifts or other tangible benefits that may be required to be reported in accordance with various legislation. Although the member may not wish to decline such a gift, they may not wish to personally keep the gift, and can choose to pass it on to the Town for use in various ways.

Reason for Policy

- 1.1. To provide Council Members with guidelines for the acceptance and/or re-distribution of gifts received during or connected to the performance of their duties of office.

2. Related Information

- 2.1. Elected Official Acceptance of Gifts Report (*Appendix A of the associated Procedures*).
- 2.2. Income Tax Act (*reference only, not attached*)
- 2.3. Alberta Personal Income Tax Act (*reference only, not attached*)

3. Definitions

- 3.1. *Gift* shall mean an advantage or benefit of any kind, such as but not limited to; a monetary amount; gift certificate; event ticket; art or handcrafted item; keepsake or memento.



3.2. *Members* shall mean duly elected members of the Council of the Town of Black Diamond, including the Mayor and the Deputy Mayor.

4. Responsibilities

4.1. Town Council to:

4.1.1. Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.1.2. Ensure all policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan.

4.1.3. Approve by resolution this policy and any amendments.

4.1.4. Make recommendations to the CAO for necessary procedure amendments.

4.1.5. Understand and adhere to this policy and procedure.

4.2. Chief Administrative Officer (CAO) to:

4.2.1. Ensure that this policy and procedure is reviewed every year at the annual Organizational Meeting of Council.

4.2.2. Ensure implementation of this policy as required by staff, and approve procedures and any amendments thereto.

4.3. All Employees to:

4.3.1. Understand and adhere to this policy and procedure.

5. End of Policy