



CITY POLICY

POLICY NUMBER: C563

REFERENCE:

New Policy

ADOPTED BY:

City Council: 9 November 2011
Effective Date: 1 January 2012

SUPERSEDES:

New

PREPARED BY: Corporate Services

DATE: 24 October 2011

TITLE: **Gifts and Honoraria to Council Members**

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Policy Purpose:

To establish guidelines for Members of Council in accepting and disclosing gifts and honoraria in the course of fulfilling their duties as elected officials. Principles of democratic local government require that elected officials be independent, impartial and duly responsible to their citizens. To this end, it is imperative that public office not be used for personal gain, and that the public have confidence in the integrity of its government.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

1. Gifts

Any item or benefit provided to a Member of Council without payment of consideration or a reciprocal obligation from the Council member. Gifts include, but are not limited to:

- a. Sports, arts and entertainment tickets
- b. Season's passes
- c. Parking passes and facility passes, excluding those provided through City Administration
- d. Memberships
- e. Mementos
- f. Fundraising event tickets, excluding any charitable portion
- g. Draw or door prizes

But do not include:

- a. Campaign contributions otherwise reported under Disclosure Bylaw 15254
- b. Tickets, passes, or memberships provided through City Administration or any administration of an agency, board or commission upon which a Council member serves by appointment of Council
- c. A memento of a function honouring a Member of Council personally
- d. Gifts which are not given or received by a Member of Council in his or her capacity as a Council member
- e. Food, lodging and transportation provided
 - by other orders of government



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- by a conference or seminar where the member is acting in an official capacity as a Member of Council
 - for participating on boards, committees, organizations or other bodies
2. **Honoraria** – fees or per diem payments paid to a Member of Council, including but not limited to payments made for:
- a. speaking engagements
 - b. attending events as a City representative
 - c. participating on boards, committees, organizations or other bodies

But do not include the remuneration package provided to a Member of Council, comprising:

- a. salaries and benefits
- b. vehicle allowance
- c. RRSP
- d. transition allowance
- e. parking permits and transit passes provided by the City

Policy Statements:

1. Acceptance of Gifts and Honoraria

In their capacity as elected officials, it is common for Members of Council to receive Gifts and Honoraria for attending public meetings or events, for visiting other governments, or hosting dignitaries or delegates.

Members of Council may accept a Gift if it is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office. Official gifts received by Members of Council on behalf of the City are considered City property. Pursuant to the Civic Protocol policy, gifts valued in excess of \$300, which are of significant historic or cultural value, are managed by Corporate Communications and may be publicly displayed or archived.

Gifts or mementos that are personal, of a nominal value, and which are of no particular civic interest, such as personal plaques, books, coffee mugs, pen and pencil sets, ties and scarves, may be retained by a Member of Council.

2. Disclosure of Gifts and Honoraria

Members of Council must disclose Gifts and Honoraria:

- with a fair market value in excess of \$300
- when the total value of such gifts and honoraria, received directly or indirectly from one source in the calendar year, exceeds \$300



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Each Member of Council must annually file a statement regarding Gifts and Honoraria received in the preceding calendar year, not later than 4:30 p.m., on the last business day in January, in the form prepared by the City Clerk. The statement will identify the following matters in relation to Gifts and Honoraria received by the Council member and subject to disclosure under this policy:

- the nature of the Gift or Honorarium
- the source of the Gift or Honorarium
- date on which the Gift or Honorarium was received
- the estimated value of the Gift or Honorarium

3. Public Disclosure of Gifts and Honoraria

Disclosure statements will be a matter of public record and available for public viewing at the Office of the City Clerk during regular business hours, subject to the requirements of the *Freedom of Information and Protection of Privacy Act*.

4. Unique Situations

Some unique situations not otherwise addressed in this policy may require consultation with the Office of the City Clerk.