



# TOWN POLICY

**POLICY NUMBER:** 1204

**REFERENCE:**  
Council 405.10.15

**ADOPTED BY:**  
Town Council  
October 21, 2015

**PREPARED BY:** Administration

**DATE:** 21 October 2015

**TITLE:** Gifts And Gratuities Policy

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## **POLICY STATEMENT**

The Town of Strathmore Council, Board, Committee and Task Force members and Employees are representatives of the community and are entrusted to perform their duties with integrity.

## **PURPOSE**

This policy will provide parameters around the acceptance of gifts and gratuities from outside parties in order to preserve the image and integrity of the Town of Strathmore and the community as a whole.

This policy does not apply to gifts provided to town personnel by the Town.

## **1. DEFINITIONS**

- 1.1. **“Chief Administrative Officer”** means the chief administrative officer (CAO) for the Town of Strathmore within the meaning of the *Municipal Government Act*;
- 1.2. **“Council”** means the Council of the Town of Strathmore, in the Province of Alberta;
- 1.3. **“Councillor”** means a member of Council including the Mayor;

- 1.4 **“Employee”** means an employee of the Town of Strathmore;
- 1.5 **“Mayor”** means the chief elected representative of the Town of Strathmore within the meaning of the *Municipal Government Act*;
- 1.6 **“Member”** means a member of an Internal Board, Committee or Task Force as appointed by Council;
- 1.7 **“Staff Liaison”** means an employee of the Town of Strathmore appointed by the CAO to act as a liaison between an Internal Board, Committee or Task Force and Town Administration. The Staff Liaison facilitates communication between the Board and Council;
- 1.8 **“Town”** means the Town of Strathmore;
- 1.9 **“Town Personnel”** means all members of Council, all internal Board, Committee and Task Force members appointed by Council as well as all employees of the Town of Strathmore.

## 2. RESPONSIBILITIES

### 2.1 Human Resources

It is the responsibility of Human Resources to ensure all personnel have acknowledged receipt of this policy. Human Resources will support the interpretation, investigation and monitor the use of this policy.

### 2.2 Directors/Managers/Supervisors

It is the responsibility of all supervisors to ensure that employees are aware of, and act in compliance with this policy.

### 2.3 Town Personnel

It is the responsibility of all Town Personnel to act in the best interests of the Town and the public at all times. Following this policy is on way to achieve this.

All Town Personnel are responsible for reporting any violations as set out in this policy.

## 3. ACCEPTANCE OF GIFTS AND GRATUITIES

- 3.1 For honesty and impartiality to be beyond doubt, Town personnel may not accept a gift or gratuity that may result in the following:

- a) A personal gain or benefit that does not normally accompany the responsibilities of office;
  - b) The perception by an outside person, co-worker or the media that the action is unethical;
  - b) Somebody else will be owed something as a result; and
  - c) A decision may be influenced.
- 3.2 Town personnel are encouraged to decline gifts that are offered to them. They may however accept the following:
- a) Food and beverages at banquets, receptions, ceremonies or similar events;
  - b) Services provided without compensation by persons volunteering their time;
  - c) Food, lodging, transportation and entertainment provide by other levels of governments or by other local governments, boards or commissions;
  - d) A reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with the relevant Town policy;
  - e) Token given 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
  - f) Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.
- 3.3 Town personnel should be aware that acceptance of these gifts may result in a taxable benefit to the receiver, depending on the nature of the gift, benefit, reward or advantage and is subject to Canada Revenue Agency interpretation.

- 3.4 Opportunities may arise where Town personnel are invited to participate in an event where there would be a benefit to the Town as well as a personal benefit. It is incumbent on Town personnel to consider section 3.1 prior to accepting the invitation. Such events are not considered gifts for the purposes of this policy.
- 3.5 Town personnel must report receipt of gifts that carry a market value in excess of \$200.00 to Human Resources.
- 3.6 Gifts in excess of \$200.00 must be turned in to Human Resources to be raffled off at an upcoming Town function and/or distributed throughout the organization. Items received as door prizes or raffle winnings received at an event and/or conference are excluded from this requirement.
- 3.7 Gifts that are consumables shall be placed in common areas for everyone to enjoy.
- 3.8 Gifts accepted on behalf of the Town of Strathmore shall remain in the possession of the Town.

#### **4. ENFORCEMENT FOR EMPLOYEES**

- 4.1 Questions concerning the interpretation and/or application of this policy should be directed to the Employee's Supervisor or to Human Resources.
- 4.2 If at any time an Employee thinks they may be in violation of this policy, they must address the situation and make full and prompt disclosure to their Supervisor or Human Resources.
- 4.3 If an Employee suspects non-compliance by another Employee, they must report the incident to their Supervisor or Human Resources.
- 4.4 Anyone who knowingly makes a false accusation about the violation of this policy may be subject to disciplinary action.
- 4.5 Human Resources, in consultation with the CAO, the appropriate Director or Manager and the Supervisor will investigate the circumstances and determine whether a violation of this policy exists.

## **5. ENFORCEMENT FOR MEMBERS OF INTERNAL BOARDS, COMMITTEES OR TASK FORCES**

- 5.1 Questions concerning the interpretation and/or application of this policy should be directed to the Chair and Staff Liaison of the Internal Board, Committee or Task Force.
- 5.2 If at any time a member thinks they may be in violation of this policy, they must address the situation and make full and prompt disclosure to the Chair and Staff Liaison.
- 5.3 The Chair and Staff Liaison may call upon Human Resources for assistance with interpreting this policy and they may work together to investigate the circumstances and determine whether a violation of this policy exists.
- 5.4 Violation of policy may place the member in a position of conflict of interest which may result in their removal from the Internal Board, Committee or Task Force.

## **6. ENFORCEMENT FOR COUNCIL**

- 6.1 Questions concerning the interpretation and/or application of this policy should be directed to the CAO and in the case of the CAO to Council.
- 6.2 If at any time a Councillor thinks they may be in violation of this policy, they must address the situation and make full and prompt disclosure to the Mayor and CAO.
- 6.3 The CAO may call upon Human Resources for assistance with interpreting this policy and they may work together to investigate the circumstances and determine whether a violation of this policy exists.
- 6.4 Violation of this policy may place the Councillor in a position of conflict of interest which may result in them being disqualified from Council as per the *Municipal Government Act* or ineligible to hold office as per the *Local Authorities Election Act*.

**END OF POLICY**