

# POLICY Acceptance of Gifts



## Policy C1006

<b>Adopted by Council:</b>	2017.06.26	<b>Administrative Responsibility:</b>	Corporate Services
<b>Council Resolution #:</b>	COU17-132	<b>Last Review Date:</b>	2017.06
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2021
<b>Replaces:</b>	C115		

### 1.0 POLICY

The Mayor and Councillors of the Town of Banff will not accept any gift, benefit, or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

### 2.0 PURPOSE

Personal integrity and sound business practices require that relationships with anyone doing business with the Town be such that no council member can be accused of showing favouritism or bias. It is recognized, however, that moderate hospitality is an accepted courtesy of business relationships, and so this policy has been provided to set parameters on the acceptance of gifts.

### 3.0 SCOPE

This policy applies to the Mayor and Council (“council member”) of the Town of Banff.

### 4.0 RESPONSIBILITIES

- 4.1 The Director, Corporate Services is responsible for:
- implementing, monitoring and evaluating this policy;
  - keeping a register of gift declarations.

### 5.0 STANDARDS

- 5.1 Council members shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage, or benefit of any kind, personally or through a family member of friend, which is connected directly or indirectly for actions taken.
- 5.2 Under no circumstances is cash or monetary equivalent to be accepted as a gift except if it relates to 5.3 a),b) or e)
- 5.3 Council members are not precluded from accepting:
- Personal gifts, benefits, rewards, commissions, or advantages from any person or organization not connected directly or indirectly with the performance of the duties of office;
  - Political contributions that are offered, accepted and reported in accordance with applicable law;
  - Food and beverages at banquets, reception, ceremonies, or similar events;
  - Food, lodging, transportation, and entertainment provided by other levels of governments, or by other local governments, boards, or commissions;
  - Reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with the Council Remuneration Policy;

- f) 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 for representing the municipality at an event with the value of such gifts not to exceed \$250;
  - g) Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office with the value of such gifts not to exceed \$250; and
  - h) Discounts and similar benefits given to all government employees, or available to members of the general public.
- 5.4 Council members will decline or return any gifts or benefits which exceed the limits set out in this policy.
- 5.5 Council members will submit a Declaration of Gifts and Hospitality to the Director, Corporate Services, within two days of the receipt of the gift, for any gifts received in accordance with section 5.2 f) or 5.2 g) that exceed a value of \$25.00
- 5.6 Gifts exceeding a value of \$100 will be considered property of the Town of Banff.

## 6.0 RELATED DOCUMENTS

Council Remuneration Policy

## 7.0 ATTACHMENTS

7.1 Declaration of Gifts and Hospitality

This policy shall be in effect on the date it is approved by resolution of Council.

On original

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Karen Sorensen  
Mayor

On original

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Robert Earl  
Town Manager

**Declaration of Gifts and Hospitality**

*Please submit this form to the Director, Corporate Services.*

Name \_\_\_\_\_

Give details of the gift/hospitality

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was its estimated value? \_\_\_\_\_

Was the gift or hospitality accepted or refused? \_\_\_\_\_

When was the gift or hospitality received/refused? \_\_\_\_\_

Who was the recipient of the gift/hospitality? If not yourself, what is their relationship to you?

\_\_\_\_\_

Who made the offer? *[individual/company/organization etc]*

\_\_\_\_\_

What was the purpose of the offer? \_\_\_\_\_

Is the individual/company/organization dealing with you or the Council in relation to any legal, statutory or enforcement matters, such as planning applications? If so, please give details

\_\_\_\_\_

Are they providing goods/services to the Council or hoping to do so in future?

\_\_\_\_\_

I certify that I have read and, to the best of my knowledge, complied with Town of Banff Acceptance of Gifts Policy.

Signature \_\_\_\_\_

Date of declaration \_\_\_\_\_

*For Office Use Only*

Date of Receipt by Director, Corporate Services \_\_\_\_\_

Note of any further action taken \_\_\_\_\_

\_\_\_\_\_

Signature of Director, Corporate Services \_\_\_\_\_