



## **Policy 46 / 2013**

**Policy Title:** Acceptance of Gifts by Members of Council and Town Employees

**Date Adopted:** July 23, 2013

**Purpose:** To establish guidelines for the acceptance of gifts by members of Council and by Town Employees.

**Policy Statement:** Personal integrity and sound business practices require that relationships with vendors, contractors, residents or others doing business with Town, be such that no member of Town Council or Town Employees can be accused of showing favoritism or bias. Consequently, all members of Town Council and Town Employees are prohibited from accepting gifts or favors that would tend to influence them in the discharge of their duties.

- Guidelines/ Procedures:**
1. Vendors, contractors, residents and others doing business with the Town occasionally may supply tickets to various events. These offers should be refused.
  2. Vendors, contractors, residents and others doing business with the Town occasionally host appreciation events inviting a number of clients. Examples are golf tournaments, hospitality suites, appreciation dinners and receptions. Councillors and employees are permitted to attend these, however, any event which may confer a benefit greater than \$100.00 value shall be reported on at the next Council meeting (in the case of a member of Council) or to the Chief Administrative Officer (in the case of an employee).
  3. Members of Council and employees may accept:
    - a) Small Christmas gifts such as cards, cookies, chocolates
    - b) Advertising materials such as calendars, scratch pads, pens, t-shirts and caps

  
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- c) Small promotion items, however, any promotional item greater than \$100.00 value shall be reported as set out in Item 2.
- d) Employees shall not accept gifts or offerings in the form of bottled alcohol including but not limited to wine, liqueur, beer or any type of hard liquor, regardless of the value.

4. Prizes won at a conference paid by the Town may be accepted, however, any prize greater than \$100.00 must be reported as set out in Item 2.

5. Members of Council and employees shall not accept any gift or favor from a land developer.

  
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Mayor

  
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Chief Administrative Officer