



County of Lethbridge Policy Handbook

EFFECTIVE: March 2, 2011 **SECTION:** 100 NO. 156
APPROVED BY: County Council **SUBJECT:** Gifting Policy
REVISED DATE:

Purpose:

To provide direction and guidance regarding the acceptance of gifts, favors, or services.

Objective:

In order to maintain the impartiality with which County of Lethbridge councilors and/or staff must demonstrate in their dealings with others this gifting Policy has been developed.

Parameters:

Council members and/or county employees shall not accept gifts, favors, services or other benefits that are connected directly or indirectly with the performance of their public service duties from any individual, organization or corporation, other than:

1. The normal exchange of gifts between friends.
2. Hospitality resulting from doing business with an individual, organization or corporation. These gifts should be infrequent, related to business purposes, and of a type that is generally acceptable in the course of business practices. The gifts should be "token" in nature; as a rule they would be in the \$20 to \$100 range. For example, a lunch or tickets to a local show or local sporting event would be acceptable.
3. The normal presentation of gifts to persons participating as speakers, resource persons or volunteers for various functions or activities.
4. Prizes won at conferences and conventions; however, if the prize is valued greater than \$250, the County Manager must be informed as the manager will decide whether or not the prize may be accepted.
5. Courtesies extended to staff, as a group, such as in the case of a supplier providing office staff with a box of candy at Christmas.
6. Larger gifts may be acceptable, as long as there is approval from the proper municipal executive, and where circumstances permit. For example a vendor might give a retirement gift that is more generous than might otherwise be allowed.



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7. Vendors, residents, contractors, and others doing business with the County occasionally host appreciation events inviting a number of clients. Examples are hospitality suites, golf tournaments, appreciation dinners and receptions. Counciland staff are permitted to attend these appreciation events; however, any event that may confer a benefit of greater than \$100 shall be reported to the County Manager.

General:

If gifts such as Calgary Flames hockey tickets, football tickets, rounds of golf or other gifts of this nature are accepted, they must be extended to staff and council as a group. A draw shall be held to disperse these types of gifts.

Prizes may be solicited from suppliers for annual staff social events. A list of all prizes, the suppliers and the recipients shall be filed with the County Manager.

Council members and/or staff shall not accept any gift or favor from a land developer.

The important thing to remember is that if a gift or action is intended to influence your actions or decisions it is not proper to accept. Further to that, staff and/or council members should not use their positions to obtain special advantages from dealings with a business or other concerns.

As a general rule of thumb, if after reviewing this policy you are in doubt on whether to accept something, then the correct action is not to accept.