

# POLICY

## Corporate Gifts from the Town of Banff



### Policy C1003

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<b>Adopted by Council:</b>	2016.09.12	<b>Administrative Responsibility:</b>	Corporate Services
<b>Council Resolution #:</b>	COU16-216	<b>Last Review Date:</b>	2016.08.22
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2020
<b>Replaces:</b>	C053		

#### 1.0 POLICY

There are many occasions in which it is appropriate for a gift or gifts to be given on behalf of the Town of Banff, both to individuals and groups from outside the organization and to Town of Banff employees. These gifts should be appropriate to the occasion and the recipient, reflect a commitment to quality and be readily identifiable as being from the Town of Banff.

#### 2.0 PURPOSE

The purpose of this policy is to provide guidelines for corporate gift giving by defining when a gift is appropriate and/or desirable, by providing recommended price ranges for gifts given in various circumstances, and by providing criteria to ensure gifts are consistently identified as being from the Town of Banff.

This policy recognizes that there are occasions, such as Town of Banff hosted conferences, promotions and special events, where large numbers of give-away items may be purchased at the discretion of the department(s) involved. These items do not fall within the scope of this policy, however they should still meet the same standards of quality and appropriateness and be readily identifiable as being from the Town of Banff.

#### 3.0 DEFINITIONS

#### 4.0 SCOPE

a) Corporate Gifts for Outside the Organization

To maintain consistency and accountability, the Executive Assistant or delegate coordinates the purchase of all gifts given on behalf of the corporation to individuals and groups from outside the organization. An inventory of gift items is maintained, and special gifts can be purchased as required. All requests for gifts must be directed to the Executive Assistant or delegate. Requests for large numbers of items and items priced outside the recommended range must be approved by a department head.

Gifts are most often given by the Mayor, a Councillor or a senior staff member, however any staff member can submit a request for consideration. Requests from local individuals and groups travelling outside the municipality and officially representing Banff or a Banff organization will also be considered.

Occasions where a corporate gift is considered appropriate and/or desirable are listed below. Unique occasions that do not fall in any of these categories will be considered as they arise.

- Official visitors to the Town of Banff      gesture of welcome, goodwill and to honour the traditions of other nationalities.
- Official events      building dedications, retirement events.
- Citizen recognition      milestone birthdays and anniversaries, bereavement and tribute, significant achievements and contributions to the community.
- Appreciation      volunteer efforts, workshop/focus group participation, speakers and facilitators, interagency staff recognition
- Travelling      gesture of goodwill or to honour traditions of other nationalities
- Scholarships      recognition of scholastic achievement

The following are general guidelines to be used when selecting a gift. These are guidelines only and not meant to be a comprehensive list.

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|------------------|---|
| Gifts under \$25 | <ul style="list-style-type: none"> <li>➤ milestone birthdays</li> <li>➤ milestone anniversaries</li> <li>➤ significant achievements and contributions to the community</li> <li>➤ visitors to town hall (e.g. school groups)</li> <li>➤ workshop/focus group participants</li> </ul>  |
| Gifts under \$65 | <ul style="list-style-type: none"> <li>➤ 90<sup>th</sup> &amp; 100<sup>th</sup> birthdays</li> <li>➤ visitors to town hall (e.g. government delegations from other countries)</li> <li>➤ guest speakers/facilitators</li> <li>➤ interagency staff recognition</li> <li>➤ gifts for hosts when traveling</li> <li>➤ bereavement and tribute</li> </ul> |
| Gifts over \$65  | <ul style="list-style-type: none"> <li>➤ special VIP visitors</li> <li>➤ retirement events for heads of partner agencies</li> <li>➤ building dedications</li> <li>➤ scholarships</li> </ul>   |

Corporate gifts should carry the Town of Banff logo or the Town of Banff corporate seal when appropriate or feasible. If a Town of Banff logo is used it must adhere to the Town of Banff brand standards.

b) Lapel Pins

A stock of Town of Banff lapel pins is maintained by the Executive Assistant. Lapel pins may be distributed as follows:

- one per person, free of charge, to anyone who makes a request

- up to twenty-five for any individual or group travelling outside the municipality and officially representing Banff or a Banff organization
- unlimited access to Mayor and Council

Requests for more than twenty-five pins must be requested in writing and approved by the Mayor.

c) Corporate Gifts for Town of Banff Employees

The Human Resource Manager or delegate coordinates the purchase of gifts for employees.

Employees may receive gifts from the Town of Banff:

- that have continuous employment with the Town of Banff every five year increment.
  - upon retirement or resignation
  - for certain other professional celebratory events (awards, designations)
  - acknowledgement of personal events
  - events approved by the Town Manager
- i) When choosing a gift, consideration is given to the employee's length of service. Departments should budget appropriately for employee gifts.
- ii) Employee gifts are subject to applicable taxable benefit deductions.

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

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Karen Sorensen  
Mayor

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Robert Earl  
Town Manager